

**Title: Library Associate**  
**Department: Community Services**  
**Division/Office: Libraries Division**



Grade 2115; Hourly position; Category: Classified; Job Code: LBCR; Rev.:07/01/2021

### **General Description**

The purpose of this position is to acquire and catalog library materials and serves as the mobile library manager.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Updates data in SIRS/Dynix Workflows system by running reports for weeding items, deleting items out of the system and inventory.
- Reviews assigned library collections; weeds and assists in selecting replacement materials; contributes to acquisition and collection development efforts.
- Maintains schedule of staff coverage to the circulation desk and programs.
- Performs original and copy cataloging; classifies library materials; selects and assigns classification numbers; maintains database of library materials.
- Coordinates circulation and reference desk activities, as assigned.
- Provides reference assistance to patrons; instructs staff and the general public in the use of materials.
- Supervises the management of the library's periodical collection.
- Provides mobile library services to senior centers, rest homes, institutions and homebound individuals.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires an Associate's degree or specialized courses/training equivalent to satisfactory completion of two years of college in Library Science or closely related field supplemented by two years of experience in professional library work; or an equivalent combination of education, training and experience.

### **Additional Requirements:**

Comprehensive knowledge of library procedures, practices, and services with two years of experience in library or similar work activity; thorough knowledge of library technology and automation; ability to communicate effectively, both orally and in writing; good judgment; working knowledge of personal computers and pertinent library applications; regular and timely attendance; performance of duties in a safe manner.

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Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

**Americans with Disabilities Act Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideas by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement