

## LIBRARY ASSOCIATE

GRADE 20

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs difficult clerical work operating circulation desk, cataloging and classifying materials in the public library; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Operating circulation desk; checking books in and out of library; copy cataloging new materials; conducting specialized library programs; assisting library patrons; entering data into computer.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs circulation duties; advises patrons of due dates; checks books in and out; retrieves books from book drops; takes overdue fines and issues receipts; registers new library patrons and enters data into computer; issues library cards; ensures circulation area is adequately stocked with supplies; requests and processes intralibrary and interlibrary loan services between branches.
- Responds to inquiries concerning library programs, policies, procedures, hours, etc. in person and over the telephone.
- Shelves books, reads shelves, ensures shelves are in order.
- Assists patrons in choosing and locating library materials; assists patrons with research material and on-line catalog; helps patrons operate copier and computer; ensures equipment is adequately stocked.
- Prepares and processes new library materials; confirms that information corresponds to data in the computer; processes holds on new library materials; conducts annual inventory of periodicals.
- Assists with cataloging and entering new materials into computer; changes status of materials in computer including new material and missing or damaged items.
- Maintains records; compiles statistics and prepares various reports; generates and mails overdue letters and bills.
- Exercises limited supervision of Library Pages and Clerks in the absence of the Library Circulation Manager; assists in training new personnel.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of office terminology, procedures and equipment; general knowledge of library routine and procedures; general knowledge of library cataloging and classification methods and techniques; skill in the operation of computer equipment; ability to follow established procedures and to perform work requiring considerable detail; ability to establish and maintain effective working relationships with associates and library patrons.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable public library experience.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____

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