

## LIBRARY ASSOCIATE I/II

### DEFINITION

Under general direction, the Library Associate I/II provides a wide range of customer services and primarily supports the professional librarian staff in program planning and production, collection development, maintenance, outreach, and publicity. This is the entry level position in the Library Paraprofessional Series.

### SUPERVISION RECEIVED AND EXERCISED

**Library Associate I:** This is the entry level class in the paraprofessional Library Associate series. This class is distinguished from the Library Associate II level by the assignment of the more routine and repetitive duties that are performed according to established procedures and under immediate supervision. Under this concept, positions assigned to the classification of Library Associate II which become vacant may reasonably be filled at the Library Associate I level. Work is performed under the direction of the Library Program Managers and Library Director. Responsibilities may include supervision of Extra Help Library Assistants and Library Pages.

**Library Associate II:** This is the advanced level of the Library Paraprofessional Series and is distinguished from the Library Associate I level by more complex, responsible, and sensitive duties in support of the department. The Library Associate II performs the most complex assignments with minimal detailed instructions or guidance. Appointment to the Library Associate II level requires that the employee be performing the full range of duties and meet the qualification standards. A Library Associate II is expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only on completion. General Direction is provided by the Library Director. Responsibilities may include supervision of Extra Help Library Assistants and pages.

### RESPONSIBILITIES AND EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

#### Library Associate I

- Presents programs and activities for diverse ages groups, to encourage reading and encourage use of the library
- Plans, and presents Storytime in accordance with early literacy standards, incorporating current and emerging technology as appropriate
- Presents outreach programs during regular visits to schools and other community organizations
- Assists with the planning and implementation of programs, teaches computer classes, and participates in outreach activities to promote libraries to seniors, neighborhoods, businesses, and schools
- Creates and maintains displays, decorations and informational materials in a designated library program area

- Publicizes and promotes scheduled events around the community
- Updates Library social media with events and other content as needed.
- Takes photos of programs
- Request supplies for programming
- Provides public service reference in person, by telephone, and electronically; if necessary, refers questions to a Library Program Manager; uses information sources including online databases, print and media sources to answer questions and to locate information; refers situational or unusual questions or problems to appropriate professional staff
- Trains the public to use and understand information and technology resources
- Provides customer service at all public desks
- Publicize the library through creating graphically designed promotional items and update monthly calendars and displays
- Play an active role on the library team, including participating in regular staff meetings
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to work on facilities and equipment impacting the public's health and safety

### **Library Associate II**

The Library Associate II performs all the duties of the Library Associate I and includes additional responsibilities.

- Select books for specific categories, update and maintain publications and other library material, assist with weeding process
- Process new materials and collections
- Enhance access to library collection by reclassifying library materials using the current edition of Dewey Decimal Classification
- Recommend new or modified library services, programs, procedures, or collections to administration as appropriate.
- Stay up to date on current and emerging trends in library services, customer service, and other industries.

### **OTHER JOB FUNCTIONS**

- May train and assign routine tasks and provide technical instruction to part-time positions in area of responsibility
- Post, file, maintain recurring accumulative records; compile data and prepare summary activity reports including circulation statistics, user and loan survey reports and materials collection lists Perform related duties as assigned

### **Library Associate II (In addition)**

- Performs complex fiscal administrative work, identifies and completes a range of special work assignments, and oversees current and future fiscal processes and projects for the library.
- Prepares invoices for payment; codes invoices into the city's Enterprise Resource Platform (ERP); sends invoices to the City of Woodland for payment; creates new city vendor accounts; modifies city vendor accounts; records expenses against budget for library accounts; copies and files invoices;

resolves issues with vendor accounts and billing/payment; attends work plan and other meetings as required; processes contracts and requisitions.

- Tracks collection expenditures and other expenses in preparation for State Reports.
- Serves as a link between City Finance staff and Library staff.
- Works with the Library Director to prepare financial reports, maintain expenditure budgets, and track income from all sources.

## **QUALIFICATIONS**

### **Library Associate I**

#### **Knowledge of:**

- General types and uses of library materials, including basic reference sources and materials.
- Basic arithmetic.
- Basic public desk etiquette, telephone etiquette and communication skills.
- Safety principles, practices and procedures.
- Operation and programs of a personal computer

#### **Skill to:**

- Provide information to the general public regarding library department services.
- Learn library practices and procedures, and the location of materials in the libraries.
- Perform a variety of library technical and clerical work with speed and accuracy.
- Communicate clearly and effectively, both in oral and written form.
- Understand and carry out both oral and written instructions.
- Type at a speed necessary for adequate job performance.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

#### **Ability to:**

- Make use of a library automated system including indices, catalogs and other on-line research methods.
- Work weekend and evening shifts as assigned.
- Develop cooperative public relations with co-workers and the general public.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

#### **Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

Equivalent to completion of the twelfth grade.

#### **Experience:**

Two (2) year of experience performing general clerical or related work in a public library system.

### **Library Technical Assistant II**

In addition to the requirements for Library Technical Assistant I:

**Knowledge of:**

- Standard public library procedures of a complex nature including cataloging, bibliographic search procedures and the use of a variety of reference sources and materials.

**Skill to:**

- Perform a variety of technical and clerical library work with speed and accuracy.
- Interpret and apply library procedures and policies.

**Ability to:**

- Use sound independent judgment within established guidelines.
- Perform office support work including preparing reports and other written materials.
- Maintain accurate records and files.
- Provide basic reference assistance to library patrons and technical assistance to subordinate library personnel.

**Education:**

High School diploma or GED, additional education is a plus

**Experience:**

Four (4) years of technical and clerical library experience performing duties comparable to those of a Library Associate I for the City of Woodland. Please note: Additional qualifying experience can substitute for the required education on a year-for-years basis up to two years.

**WORKING CONDITIONS**

Majority of work is performed in a library environment and the surrounding Woodland community. Requires some evenings and weekends. Requires periodic participation and attendance at events and training.

**ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Heavy Work:** Exerting in excess of 25 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

**Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving odors, dusts, gases, extreme temperatures, and workspace restrictions.

Approved: April 2025