AUBURN
Human Resources

Library Associate III

Job Description

JOB INFORMATION

Job Code	LA02C
Job Description Title	Library Associate III
Pay Grade	LM10
Range Minimum	$54,890
33rd %	$67,700
Range Midpoint	$74,100
67th %	$80,500
Range Maximum	$93,310
Exemption Status	Exempt
Approved Date:	7/28/2021 11:14:02 AM
Legacy Date Last Edited	1/13/2011

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Librarian

JOB SUMMARY

Provides administrative management planning and coordinates business operations for a library department or unit.

RESPONSIBILITIES

- Performs library responsibilities with knowledge of both library terminology and procedures and functional area policies and procedures and identifies problems and suggests solutions which may affect policy.
- Uses knowledge of subject matter sufficiently to identify, understand and respond to requests in functional areas throughout the library.
- Utilizes technology to accomplish goals and objectives; analyzes data in order to compile, prepare and distribute necessary information.
- Participates in library committees as a representative of a functional area.
- Provides administrative and professional assistance to clients, customers, and co-workers in accordance with professional standards and principles.
- Retains knowledge of policies and procedures of other libraries and national standards and applies, upon appropriate approval, current trends and developments in library science.
- Coordinates and supervises special projects.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in any discipline	and	4 years of	Experience in managing and processing complex data or materials, or customer/public service in an information-centered organization; familiarity with computer applications	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.