



**JOB INFORMATION**

Job Code	LA02A
Job Description Title	Library Associate I
Pay Grade	LM07
Range Minimum	\$42,160
33rd %	\$49,190
Range Midpoint	\$52,700
67th %	\$56,210
Range Maximum	\$63,240
Exemption Status	Exempt
Approved Date:	7/28/2021 11:13:31 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 of specialization.
- Provides 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.

**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.
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**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 be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	And	Years of Experience	Focus of Experience
Bachelor's Degree	Degree in any discipline		0 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices, and procedures of particular field of specialization.

## 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		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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