

LIBRARY ASSOCIATE

Definition:

Under supervision, performs routine professional library work in a branch of the County Library; has charge of a small branch library or mobile book unit which provides a regular program of professional library service.

Distinguishing Characteristics

This classification is distinguished from the Librarian series of classifications by the latter's requirement of formal library training gained through completion of a Master's level program in Library and Information Science.

Essential Functions:

- Performs the more routine professional work involved in furnishing reference and advisory service to readers.
- Develops, publicizes, and presents adult, teen and children's programs, displays and exhibits.
- Supervises the work of clerical employees and reviews their work in conformance with established standards.
- Plans and directs the work of a small branch library or mobile book unit which renders a complete service to its users.
- Assists patrons in selecting materials and accessing information, using the library catalog and other electronic resources.
- Reviews collections to determine additional materials needed and to evaluate existing materials for repair or discard.
- Performs all circulation functions.
- Conducts outreach services to publicize library and encourage community participation.
- Conducts library instruction on a one-on-one or group basis.
- Uses a variety of electronic technology in performing duties.
- Compiles statistics and prepares reports.
- Composes written materials to publicize library resources and programs.
- Recruits and trains volunteers.
- Attends training; assists in training other staff.
- Performs other related duties as required.

Employment Standards:

Graduation from an accredited four (4) year college or university with a Bachelor's degree.

Possession of a valid Class C California Driver's License at the time of appointment.

Specialized California Driver's Licenses may be required depending upon assignment.

Knowledge of: library organization, procedures and policies; customer service principles; evolving technologies in the digital media field.

Ability to: meet the public and work cooperatively with others; communicate effectively both orally and in writing; use a variety of electronic media in performing duties.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.