

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	10/2/2017 4:41:50 PM
Official Title:	Library Associate Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	553657
Job Family:	Library

### JOB SUMMARY

The Library Associate serves as a senior resource in a library unit or functional area, assuming responsibility for circulation services or collection maintenance as well as for monitoring library policies to ensure compliance with federal, state, local laws, and institutional policy.

### NATURE OF WORK

The Library Associate is responsible for collaborating with academic colleagues, students, and outside scholars to ensure that library collections are easily accessible and support academic research and instruction. Additional responsibilities may include supervising Work Study and part-time, non-salaried student assistants assigned to the unit. This position performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions. Job responsibilities contribute to the accuracy, reliability, and acceptability of processes, services, or functions of the area. Job responsibilities require a broad knowledge of library operations, library organization skills and knowledge of policy and procedures as they pertain to the campus or specialized libraries. Work is performed under limited supervision with some flexibility to modify workflow based on need and circumstances. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

##### *Essential Functions*

Responds to inquiries via telephone, email, live chat, and in person that require thorough knowledge of library procedures, resources, operations, and policies.

Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements.

Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.

Creates and updates complex data in library and/or institutional databases within guidelines of normal practice.

Advises internal and external customers on procedural matters within established protocols and responds to complex questions directly related to own work assignment.

Performs other job related duties as assigned.

#### Additional Responsibilities

May organize, set priorities, schedule, and review work of student workers or volunteers.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Liberal Arts or other directly related field	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
Minimum 6 months	Directly related experience	X	

