

TITLE: Library Associate

LIB/2

DEPARTMENT: Library, Fayette County

JOB SUMMARY: This position is responsible for implementing assigned library programs, including the Educational Learning Lab and the Baby Time Story Hour.

MAJOR DUTIES:

- o Manages the library computer lab; oversees the operation of the Educational Learning Lab; enrolls students in appropriate courses; assesses student progress; produces reports of student progress; teaches internet and email skills; provides direction to other instructors; ensures that reports are complete and accurate; conducts meetings with instructors and other staff; purchases new materials for the lab.
- o Assists patrons at the circulation desks; checks books in and out; assists patrons in locating materials; notifies patrons of items on hold; assists patrons with reference questions; issues library cards; empties book trucks; answers telephone; assists patrons with public access computers; trains new employee on circulation duties; trains shelvers; shelves returned books.
- o Coordinates and implements Baby Time to promote reading and literacy.
- o Assists with the training of volunteers and library pages.
- o Selects books and materials.
- o Serves as liaison between library and foreign language instructors.
- o Coordinates the ordering and distribution of tax forms.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of library programming principles for adults, youth, and children.
- o Knowledge of computers and job related software programs.
- o Skill in the training of personnel.
- o Skill in the development and implementation of library programs.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the Public Information Network for Electronic Services guidelines, the employee handbook, and library policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied administrative, supervisory, and technical librarian duties. Rapid technological changes contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to develop and implement assigned library programs. Success in this position contributes to the effective provision of library services.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, instructors, students, vendors, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in library.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over program instructors.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

EXEMPT/HIPAA