



## CLASS SPECIFICATION

**Class Title:** Associate Librarian  
**Department:** Library  
**FLSA:** Non-Exempt

**Class Code:** 4410  
**Grade:** 16  
**Eff. Date:** 01/01/1982  
**Revised:** 08/19/2020

### GENERAL PURPOSE

Under general supervision from a Library Administrator, performs paraprofessional library duties.

### EXAMPLE OF DUTIES

Provides assistance and guidance to library patrons by responding to reference questions; locates information sources; provides guidance regarding specific books and authors; researches reference questions using the library's electronic information services; provides technical support for staff and patrons; instructs patrons in the use of the library, the public access catalog, and other electronic resources.

Performs in-depth collection analysis under the direction of the Collection Development Manager; monitors collection use and generates statistical reports for this purpose; responsible for the development and maintenance of assigned library collections at the assigned location, under the direction of the Branch Manager; recommends library materials for purchase as assigned.

May perform specialized duties related to a specific area of library service, such as young adult services, systems automation, programming, statistics, social media and online content or collection development.

May assist a Library Administrator with systems administration tasks. May oversee activities in the absence of an administrative superior.

Assists at the circulation desk when necessary; assists staff in resolving difficult situations with patrons.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

**1. Education and Experience:**

Graduation from a college or university with a Bachelor's Degree.

*Preference for* experience in a city or county library system.

**2. Special Qualifications:**

Must pass a criminal history background investigation.

Specialized knowledge and/or experience in a specific area may be required by the specific opening.

Must furnish personal transportation for on-the-job travel. Employees driving a personal or a County vehicle for job related travel must maintain the minimum vehicle liability insurance as specified in the Utah Code.

**3. Necessary Knowledge, Skills, and Abilities:**

**Knowledge of:** library sources, of the Dewey Decimal system.

**Skill in:** using all applicable computer hardware and software applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** follow written and oral instructions; interact and communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, library patrons and the general public.

**WORKING CONDITIONS**

Work a flexible schedule that may include daytime, evening and weekends. Retrieve materials, arranged according to spine-label designations, from shelves positioned from 3" above the floor up to 72" in height quickly and accurately.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***