



## CITY OF ELOY, AZ JOB DESCRIPTION

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<b>TITLE:</b>	<b>Associate Librarian</b>	<b>JOB CODE: 2003</b>
<b>EFFECTIVE:</b>	<b>August 20, 2013</b>	<b>FLSA: Non-Exempt</b>

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**Summary:** Under general supervision, performs expert-level librarian duties utilizing current technology and traditional resources to meet the informational and recreational needs of the public; organizes, and provides informational, instructional, recreational, and research services to the City Library patrons.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides prompt, courteous and accurate customer services to the public; maintains positive customer service relations in responding to requests for information on City Library services.
- Provides experienced customer service function in a courteous and respectful manner; provides customer service in borrowing and returning library materials; assists customers in using computers and retrieving information; prepares patron library card records and adjusts records.
- Provides library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; organizes reference services activities; analyzes and responds to difficult reference inquiries.
- Circulates materials and coordinates patron services; processes book requests; researches multiple databases to determine availability of items and correct source of borrowing; oversees checking in and out procedures for Library materials; provides daily supervision and training for staff, volunteers and community service workers.
- Assists with collection development; reviews lists of available library books & electronic materials, evaluates options, selects materials to meet the needs of the community, and recommends additions to the collection; reviews current collection and recommends the removal of books and other resources that are no longer appropriate for the collection.
- Assists in determining and developing library programs and services to meet the needs of the community; speaks to community groups and schools, conducts tours, and promotes the City Library programs.
- Performs interlibrary loan functions; searches, identifies, and retrieves materials requested from other libraries and materials requested by other libraries; packages and processes materials for shipping.
- Provides technical support services to Library patrons; assists patrons with research and reference desk searches; teaches computer skills, document and database management, e-mail, and internet search skills.
- May manage Library operations in the absence of the Director.
- Performs other duties as assigned or required.

**Knowledge and Skills:**

- Knowledge of City policies and procedures.
  - Knowledge of policies, rules and regulations governing the conduct and safety of library programs and facilities.
  - Principles and practices of public library administration.
  - Knowledge of methods and procedures for developing and maintaining library collections.
  - Knowledge of library classification, cataloging, and acquisition protocols.
  - Knowledge of techniques and protocols for researching online bibliographic databases.
  - Knowledge of safe work practices.
  - Knowledge of modern office practices and procedures.
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- Skill in performing technical library support functions.
  - Skill in interpreting, understanding and applying library standards and procedures.
  - Skill in utilizing and maintaining automated library systems and computer equipment.
  - Skill in library database research & maintenance.
  - Skill in identifying library collection issues and developing suggestions for enhancements.
  - Skill in organizing workload to keep pace with flow of library materials.
  - Skill in filing library materials alphabetically and numerically.
  - Skill in providing customer service in person and over the telephone.
  - Skill in operating a personal computer utilizing standard and specialized software.
  - Skill in effective communication, both verbal and written.

**Minimum Qualifications:**

High School diploma or GED equivalent; Bachelor's degree in an applicable field AND three (3) years' experience in an academic, public, or special library, including one (1) year of supervisory experience; OR an equivalent combination of education and experience.

Must maintain a valid State of Arizona driver's license.