



Job Specification

Job Title: Library Associate I
BCAT Code: 401X AC
Pay Grade: G10

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Performs duties associated with overseeing a functional area or division within the library.

Examples of Duties

- Manages records; researches patron appeals and other records.
- Serves as a specialist in operation of online and stand alone systems and related applications; hardware and software, including loading/updating databases, and problem solving.
- Serves as the public at all service points, telephones, and exists; includes answering reference questions, retrievals, referrals, collection security procedures, and providing basic policy and directional information.
- Trains and supervises staff in procedures, policies, and use of equipment.
- Teaches research skills in library instruction classes.
- Designs and oversees completion of specialized technical projects, including problem solving for non-routine matters related to policy, procedures, applications, repairs, restoration.
- Participates in planning, procedure development and implementation, policy and decision making processes; researching and testing; report writing; maintaining departmental procedural manuals, statistics and budget estimates.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to research, collect and organize a wide range of information.
- Effective written and oral communication skills.
- Ability to work independently.
- Experience with various office and graphics software.
- Skill and ability to supervise staff.
- Basic knowledge of cataloging rules, bookkeeping, and/or accounting.
- Skill in computer applications related to area of assignment.

Minimum GSU Hiring Standards

Bachelor's degree and four years progressively responsible library experience, including two years in the assigned functional area; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.