

## **Library Associate I**

**Grade: 4**

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**FLSA: Exempt**

**Date: 8/00**

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**Job Summary:** Performs a variety of reference and circulation duties to assist patrons in locating and obtaining materials and information; performs other duties as assigned.

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### **Essential Functions:**

1. Assists the public in the use of library resources including computer catalogs, indexes, search systems, and the Internet;
  2. Explains library policies, procedures and rules;
  3. Provides information on library activities, facilities and services;
  4. Searches online catalogs and shelves to locate information;
  5. Reviews, orders, and maintains special collections as assigned, including donated materials;
  6. Conducts library tours and orientations;
  7. Plans and conducts library programs for the public;
  8. Provides library services to special populations as directed;
  9. Assembles and arranges displays of materials to support popular topics;
  10. Performs readers' advisory services;
  11. Performs circulation procedures on a rotating schedule with other staff;
  12. Carries out special projects involving library promotion and outreach activities;
  13. May:
    - compile bibliographies of library materials according to subject or interest;
    - work on grant projects;
    - order and maintain supplies;
  14. Performs other duties as assigned.
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### **Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary's County Memorial Library policies and procedures;
  2. Ability to act as a representative of the library to the public;
  3. Ability to gain working knowledge of library practices and procedures; including accurate use of current reference and search tools and the standard library automation system;
  4. Ability to gain working knowledge of the principles and practices of reference and reader's advisory services;
  5. Ability to gain working knowledge of electronic resources, including the Internet and bibliographic utilities;
  6. Basic knowledge of relevant computer systems, including hardware and software, current audio-visual equipment; and office machines;
  7. Excellent interpersonal and communication skills; and
  8. Ability to develop, promote and present programs.
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**Education and Experience:**

1. Bachelor's degree with Library Associate Certification from the Maryland State Department of Education achieved within two years of hire;
2. Two years or more of related experience desirable;

**Physical and Environmental Conditions:**

Work requires light physical effort in the handling of materials or boxes in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 75% + of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.