City of Inglewood Job Description
Class Code: 620

ASSOCIATE LIBRARIAN

DEFINITION

Under general supervision, provides materials, resources and programs within a division of the Library to the general public, and participates and supervises work activities of subordinate staff.

ESSENTIAL FUNCTIONS

This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. **Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.**

TASKS

Assists in the selection, ordering and cataloging books, periodicals, government documents and other materials; examines and selects materials to be withdrawn, discarded, outdated, repaired and replaced; assists patrons/public in selection and location of books and materials; develops and conducts programs as orientations, projects and learning sessions for the public; provides reference service to assist public with questions, advise readers, provide instruction and monitor the use of the catalog system, on-line service, and public access of computers; researches requests for information by users.

Supervises and trains subordinate staff in performance of tasks; recommends staff promotions and discharges; assists in the preparation of divisions budget and monitors Library expenditures; edits and proofreads print materials produced by the Library; attends and participates in meetings, workshops, conferences and programs; prepares and completes statistical reports; creates and designs bibliographies, flyers and brochures for distribution; assists in the interpretation and implementation of Division polices and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of community resources and quality customer service techniques and concepts

Knowledgeable of and ability to perform supervisory principles and concepts

Skilled in working within deadlines to complete projects

Skilled in developing and implementing library programs and services

Skilled in establishing and maintaining productive working relationships

Ability to perform essential duties with little supervision

Ability to effectively communicate with both internal and external customers

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A Masters degree in Library & Information Sciences or related field, **AND** three (3) years experience working in a library environment **OR** an equivalent combination of education and experience.

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