LIBRARY ASSOCIATE

DEFINITION

Under the supervision of the Director, Library/Learning Resources Center, provides complex and specialized technical support to the College Library/Learning Resources Center; provides responsible and varied office administrative assistance to the Director, Library/Learning Resources Center; performs related work as assigned.

CLASS CHARACTERISTICS

This is a technical specialist classification in the library support series. General work guidelines are normally established by the Director, however, day-to-day activities require the use of initiative and judgment, particularly when prioritizing work. Incumbents provide responsible assistance to library staff in such areas as library purchasing activities and processing of print and non-print materials. The Library Associate is characterized by full-charge bookkeeping duties, which require accounting knowledge sufficient to prepare and analyze complex accounting reports balance sheets and budgets.

EXAMPLES OF DUTIES (Illustrative Only)

- Maintains budget account controls and balances expenditure records for general funds, categorical funds and grant funds received by the library
- Performs position related accounting duties and maintains accounts, journals and ledgers
- Receives, audits and compiles invoices, credit memos, purchasing documents and other financial documents; reviews for completeness, accuracy and proper authorization; reviews for extensions and other charges; totals, classifies and posts to appropriate accounts and files
- Provides responsible administrative support to the Director, Library/Learning Resources Center
- Maintains online acquisitions and order files; responsible for setup, maintenance and control of library-specific acquisitions modules
- Uses appropriate software to produce catalog records for various library materials and resolves discrepancies therein; directs tracks and monitors the receipt and processing of periodicals, and maintaining subscriptions for periodicals
- Organizes and maintains various files; enters and retrieves data and prepares reports and surveys
- Determines the proper placement of orders; follows up on library materials ordered
- Provides information to faculty and staff that may require the use of judgment and the interpretation of policies, rules and procedures
- Drafts and types or word processes correspondence, reports, forms and specialized documents, using an on-line or personal computer system with word processing software
- Reviews reports for completeness, proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations
• Attends to a variety of library administrative details such as ordering supplies, arranging for the repair of equipment and facility maintenance, transmitting information, and keeping reference materials up to date
• Prepares and submits various reports, including statistical reports to appropriate agencies
• Assists in the recruitment and selection of student assistants and for temporary-hourly employees
• Directs the work of and provides work instruction to staff and students assisting within technical processing
• Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

• Terminology and basic practices related to support work in a college library
• Computer applications and software programs such as spreadsheets and word processing
• Standard office administrative practices and procedures
• The operation of standard office equipment, including a word processor and a personal or on-line computer and appropriate software
• Financial and statistical record keeping, and purchasing principles
• Business mathematics and basic budgetary principles and practices
• Correct English usage, including spelling, grammar and punctuation
• Basic supervisory practices and principles

Skill in and ability to:

• Coordinate multiple projects, set priorities and meet deadlines
• Perform accounting duties and maintain accounts, journals and ledgers related to the library
• Prepare financial statements in accordance with District policy and generally accepted accounting principles and practices
• Use sound judgment and initiative within established procedural guidelines
• Perform responsible office administrative work
• Direct and provide work instructions to others
• Establish and maintain detailed and accurate records and files
• Operate standard office equipment including typewriters, personal and on-line computers, and 10-key
• Type or operate a keyboard with sufficient speed and accuracy to enter data and prepare correspondence in a timely manner
• Read, interpret, apply and explain rules, regulations, policies and procedures
• Establish and maintain effective working relationships with those contacted in the course of the work
Education and experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of two years of college with course work in business or accounting, and three years of increasingly responsible financial record keeping and accounting clerical experience.

Additional experience as outlined above may be substituted for the education on a year for year basis and/or additional education may be substituted for the experience on a year for year basis.

Desirable:

- Experience in a library and/or academic setting
- Experience in budgeting

Revised: July 7, 1997
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