Job Title:	Library Associate	**Job Code:**	80600
Job Function:	Staff	**Grade:**	115
Job Family:	Bargaining Unit	**FLSA:**	Non-Exempt
SOC Description:	3000 Information Technology Division	**Date:**	2/5/14

Job Summary:

Assist and instructs patrons in the use of the University's library systems. Provide support in a variety of areas including acquisitions, circulation, serials, and local databases.

Essential Functions:

40%-60% Supervise the daily operations of a specific area in the library and process library materials using established procedures.

5%-25% Interview, hire, and train student assistants while providing direction and support when necessary.

15%-25% Manage library materials and inputs data using established library procedures and systems including OhioLINK, UA Libraries Catalog and OCLC.

5%-25% Provide guidance to patrons while identifying, investigating and solving problems.

5%-25% Provide clerical support by creating reports and composing correspondence, under guidance from a supervisor.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year of experience in library policies and procedures. Strong customer service and computers skills required. Supervisory experience preferred. Knowledge of Library catalog system including OhioLINK, UA Libraries Catalog and OCLC preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.