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**LIBRARY ASSOCIATE**

Individuals assigned to positions in this class perform duties associated with the acquisition, processing, cataloging, preservation, and dissemination of library materials. Responsibilities include compiling bibliographies and performing bibliographic searches; preparing or processing orders for book and library materials; assisting in the filing and maintenance of the catalog system; providing service to patrons by explaining the use or location of various library facilities. Composes and types correspondence and performs other duties normally associated with positions in this series.

The levels in this series are based on responsibilities assigned to the positions. The actual level is determined by analysis and evaluation of responsibilities as reflected in provided documentation. Only those elements that distinguish levels of increased complexity, accountability, and/or knowledge, skill, or ability requirements will be considered in assigning grade levels. No specific task or combination of tasks should be construed to mean any one of the specific levels.

**MINIMUM QUALIFICATIONS FOR ENTRY TO SERIES:**

Requires the successful completion of high school or GED and two years of library-related training or work experience.

**LIBRARY ASSOCIATE I**  
GRADE D

1205

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of related but different procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are provided but require appropriate application of guidelines to duties and individual tasks. Responsibility for managing the work of others may be required, however, is limited in scope or duration. Duties will be performed as generally instructed with supervision available when deviations, problems, or unusual situations occur. Impact on decisions affecting organizational goals and objectives is limited as responsibilities include duties that produce a standard product or provide a service used by others in making decisions.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the processes, procedures, and methods needed to perform duties associated with performing technical duties in an academic, institutional, or specialized

state library. Requires some specialized knowledge, skill, and ability generally acquired and developed through formal education, training, and/or relevant work experience in duties of a very similar nature. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

**LIBRARY ASSOCIATE II**  
GRADE E

1206

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of unrelated procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are provided but require the use of judgement in selecting and applying those most appropriate. Responsibilities for managing the work of others may be required, however, is limited in scope or duration. Duties will be planned and accomplished as generally instructed and require the use of unusual situations. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the processes, procedures, and methods needed to perform duties associated with performing technical duties in an academic, institutional, or specialized state library. Requires considerable specialized knowledge, skill, and ability generally acquired and developed through formal education, training, and/or relevant work experience in duties very similar in type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

Eff. Date: 2/86

Rev: 1/00 – Word processing conversion

Rev: 7/12 – Conversion to Hay System