

# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Library Associate</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Administrative Support &amp; Coordination</b>
<b>Reports to:</b>	<b>Managing or Senior Librarian</b>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Nonexempt</b>
<b>Salary Grade:</b>	<b>4</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	

## Position Summary

Under the direction of the designated Managing or Senior Librarian, this position provides planning, implementation, outreach and administrative support for the activities of the designated unit of the Patron Services department. This position also provides some backup and infill coverage at public counters as needed.

## Responsibilities and Duties

The Library Associate responsibilities are divided into four (4) primary categories: Program Development; Outreach; Administrative; and, Direct Patron Services and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

**Program Development and Support**

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups and also attract new public interest partners and engage and retain existing partners
- Assists in the execution and delivery of programs and services Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing

**Outreach and Development**

- Participates in the development of library partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.
- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

#### Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific Patron Services units and recommends solutions to issues arising from unit operations

#### Direct Patron Services

- When requested, provides public counter service at a level appropriate to the Associate's skills and experience, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- Refers users to Reference Librarians for additional help in locating and using needed resources
- Responds to patron inquiries and prioritizes requests, consulting with the designated Managing Librarian as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

#### Other Responsibilities as assigned

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Provides public counter support and services
- Other related duties as required.

### Position Qualifications

#### Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

#### Preferred

- Experience working in a public library
- Proficiency in Spanish
- Library or law degree

- Demonstrated work in a public office setting
- Demonstrated commitment to service and social justice

**Work Environment**

Will be working in a busy office environment and in public service counter areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

**Physical Abilities Required**

- Lifting ability: Up to 50 lbs. on rare occasions; up to 15 lbs regularly
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.

**Approvals**

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

**Statement of Employee**

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee

