

### Classification Description Summaries

	Library Associate I	Library Associate II	Library Associate III
Level and Scope	<p>This is the fourth level of a six-level series.</p> <p>Performs <u>moderately difficult duties</u> in <u>administering</u>, acquiring, organizing, preserving, or interpreting information resources that support a <u>specialized</u> library, archives, or records <u>function</u>.</p>	<p>This is the fifth level of a six-level series.</p> <p>Performs <u>advanced-level activities</u> in <u>administering</u>, acquiring, organizing, preserving, or interpreting information resources that support a <u>specialized</u> library, archives, or records <u>function</u>. <u>Coordinates</u> specialized workflows or the work of the unit/ department by developing and/or directing processes and procedures.</p>	<p>This is the sixth level of a six-level series.</p> <p><u>Manages advanced-level activities</u> in <u>administering</u>, acquiring, organizing, preserving, or interpreting that support a <u>specialized</u> library, archives, or records <u>function</u>. <u>Organizes</u> and <u>directs</u> specialized workflows or the work of the unit/ department by developing and/or managing processes and procedures and by establishing priorities and plans.</p>
Complexity	<p>Responsibilities are <u>complex</u> and performed within a <u>general outline of parameters</u> and employees are generally free to develop their own sequences and methods within the scope of established policies.</p>	<p>Responsibilities are <u>complex</u> and performed within a <u>general outline of expected results</u>.</p>	<p>Responsibilities are <u>highly complex</u> and performed within a <u>general outline of expected results</u>.</p>
Judgment, Authority, Decision-making	<p>Employees at this level exercise a <u>general</u> degree of authority, independence and initiative in setting priorities; decision-making or problem solving that requires <u>use of</u> discretionary judgment.</p>	<p>Employees at this level exercise a <u>high</u> degree of authority, independence and initiative in setting priorities, decision-making and creative problem-solving that requires careful interpretation and <u>frequent</u> use of discretionary judgment.</p>	<p>Employees at this level exercise an <u>exceptional</u> degree of authority, independence and initiative in decision-making and creative problem-solving that requires careful interpretation and <u>constant</u> use of discretionary judgment.</p>
Knowledge and application of standard or specialized library systems	<p><u>Working</u> knowledge of standard library systems and <u>broad</u> application of specialized library systems.</p>	<p><u>Extensive</u> knowledge and experience with standard library systems and <u>in-depth</u> application of specialized library systems.</p>	<p><u>Comprehensive</u> knowledge and experience with standard library systems and <u>broad-based, in-depth</u> application of specialized library systems.</p>
Type of supervision received:	<p>Work is performed under <u>general</u> supervision and is subject to periodic review primarily through observation of results and problems identified.</p>	<p>Work is measured by observation of goal-<u>directed</u> results achieved and is subject to occasional supervisory review. Goals that are directed imply that the supervisor provides directions for the goals set by the employee.</p>	<p>Work is measured by observation of goal-<u>oriented</u> results achieved and is subject to occasional supervisory review. Goal-oriented implies that the employee takes the lead in developing goals for the function or department and negotiates these with a supervisor.</p>
Type of supervision exercised:	<p><u>May hire, train, and/or supervise regular staff</u> and/or <u>student assistants</u>.</p>	<p><u>May hire, train, and/or supervise student assistants, may hire, train, and evaluate regular staff</u>.</p>	<p><u>May</u> supervise a unit of Libraries' employees with direct responsibility for hiring, training, and evaluating regular staff and student assistants.</p>
Contacts	<p>Contact may be within or outside of the unit/ department, as well as with a diverse patron population, to advise on work efforts, interpret guidelines or instructions, elicit opinions or give guidance on the basis of facts to resolve common issues or problems. Questions that require higher-level authority for decision-making are referred to a Supervisor.</p>	<p>Contact may be within or outside of the unit/ department, as well as with a diverse patron population, to resolve problems and coordinate and expedite materials/information processing, coordinate and advise on work efforts, interpret guidelines or instructions, elicit opinions or give recommendations to resolve common and uncommon issues or problems. Exceptional circumstances may warrant collaboration with a department head or other higher authority.</p>	<p>Contact may be within or outside of the unit/ department, as well as with a diverse patron population, to manage and direct a service or function, assess results, set priorities, provide information and/or reference assistance, resolve problems and coordinate projects. Exceptional circumstances may warrant collaboration with a department head or other higher authority.</p>

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<p>Minimum qualifications</p>	<p>A. <u>Two years</u> of college education AND <u>one year</u> related library experience; OR,</p> <p>B. <u>Three years</u> library, archives, information center or related work experience; OR,</p> <p>C. Any equivalent combination of experience, training and/or education.</p>	<p>A. <u>Bachelor's degree</u> AND <u>two years</u> related progressively responsible library experience; OR,</p> <p>B. <u>Six years</u> progressively responsible library, archives, information center or related work experience; OR,</p> <p>C. Any equivalent combination of experience, training and/or education.</p>	<p>A. <u>Bachelor's degree</u> AND <u>three years</u> related progressively responsible library experience which includes <u>one year</u> of supervisory or management experience; OR,</p> <p>B. <u>Seven years</u> progressively responsible library, archives, information center or related work experience which includes one year of supervisory or management experience; OR,</p> <p>C. Any equivalent combination of experience, training and/or education.</p>
<p>Physical Demands/ Work Environment</p>	<p>The work environment has normal hazards and discomforts typical of libraries, archives, offices, and meeting or training rooms. Most work is performed at a standard desk and requires moderate to constant use of a computer workstation. Occasional lifting and movement of heavy materials and equipment is required.</p>	<p>The work environment has normal hazards and discomforts typical of libraries, archives, offices, and meeting or training rooms. Most work is performed at a standard desk and requires moderate to constant use of a computer workstation. Occasional lifting and movement of heavy materials and equipment is required.</p>	<p>The work environment has normal hazards and discomforts typical of libraries, archives, offices, and meeting or training rooms. Most work is performed at a standard desk and requires moderate to constant use of a computer workstation. Occasional lifting and movement of heavy materials and equipment is required.</p>