

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: **Library Senior Associate**

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202374	B	B31	Non-Exempt	#2	B

JOB SUMMARY: Incumbent in this class performs operational duties related to supervising an administrative function within an assigned unit or department of the Library System. Responsibilities include supervising and training assigned staff; assisting with planning and presenting public programs; preparing statistical reports; assisting in reviewing, selecting, and ordering books; recommending changes to system-wide policies and procedures; providing training to the general public; supervising the public service desk.

DISTINGUISHING CHARACTERISTICS: This is the second level within a two-level library associate classification series. Library Senior Associate is distinguished from Library Associate in that the former exercises full supervisory authority and oversees the work of assigned staff on a daily basis, whereas the latter does not supervise assigned staff but provides lead direction only as required.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Provides customer service in person, by telephone, with written correspondence, and through electronic mail for library patrons.
- Performs library accounting functions and manages budget accounts within assigned area.
- Manages the holds process for an assigned unit, department, or branch.
- Searches computer databases and matches document or item information to computer information.
- Serves on committees and task forces, assists in drafting policies and procedures, and makes recommendations to various officials.
- Assists in planning, preparing, and implementing exhibits, programs, displays, and bibliographies as required.
- Ensures staffing for the public service desk to provide assistance and direction to library patrons.
- Assists in the preparation of monthly statistical reports.
- Participates in the development of bibliographies, leaflets, catalogs, and other guides for library patrons.
- Assists with planning, preparing, and implementing programs and workshops related to computer technology and interpretation and usage of databases by the general public.
- Interprets library rules, policies, and procedures for assigned staff and patrons.

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: Library Senior Associate

KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Principles and practices of supervision;
- Principles and practices of budget administration;
- Rules, regulations, policies, and procedures governing library operations;
- Dewey decimal system;
- Correct spelling, grammar, and English usage;
- Methods and techniques used in filing;
- Methods and techniques used to conduct ready reference searches;
- Principles and practices of customer service;
- Methods and techniques used to receive and exchange money;
- Office practices and procedures;
- Personal computers and Microsoft Office software.

SKILLS: (position requirements at entry):

Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work;
- Managing budgets, including tracking and monitoring expenses;
- Providing effective customer service;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Locating materials;
- Conducting ready reference searches;
- Reading, writing, and speaking different languages is desirable;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree; and two (2) years library, retail with customer service experience, or related experience, including one (1) year lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: **Library Senior Associate**

PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, reaching, mobility, fingering, grasping, talking, hearing, seeing, and repetitive physical motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

Classification History: Draft revised by Fulton County Personnel 5/20/04.