Job Title: Library Associate I

BCAT Code: 09IX16  Effective Date: April 1, 2007
Pay Grade: G10  FLSA Status: Exempt  Effective Date: July 1, 2013

General Description
Performs intermediate to complex level Library support service to Library patrons.

Examples of Duties
- Manages a unit within the University Library.
- Processes requests via the Library software.
- Retrieves, processes and prepares library items by applying library policies and procedures.
- Supports the operation of the online circulation system within the assigned department.
- Maintains and manages online, unit and patron records; investigates and verifies computer records.
- Interprets and corrects departmental backup records.
- Participates in the registration or transcript blocking, and in online clearance procedures.
- Coordinates the email notification process.
- Assists in the management of the department in absence of the Manager.
- Designs and oversees the completion of technical and/or specialized departmental projects.
- Performs administrative duties, such as conducting and participating in unit meetings.
- Supervises the personnel hiring, performance evaluations, and problem resolutions in the unit.
- Controls the workflow and service to the general public at the Circulation Desk.
- Serves in the patron appeal process.
- Charges, discharges, renews, and barcodes library materials.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Basic knowledge of cataloging rules, bookkeeping, and/or accounting.
- Knowledge of library circulation processes.
- Experience with various office and graphics software, such as Access.
- Effective written and oral communication skills.
- Excellent problem solving and interpersonal skills.
- Ability to supervise staff.
- Ability to work independently.
- Ability to research, collect and organize a wide range of information.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of progressively responsible library experience, including two years in the assigned functional area; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.