

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Library Associate</b>	<b>Class Code:</b>	<b>09523</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>F</b>
<b>Supplemental/Code:</b>	<b>Professional/2</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

---

**Position Purpose:**

Provides quick reference and referral assistance to library users and assists patrons in the selection of material contained in an assigned subject area to ensure library patrons' informational and recreational needs are met.

**Essential Functions:**

1. Assists library patrons in locating information and answering reference questions, by interpreting and analyzing information requests
2. Determines type of information to be listed in description of subject material by reading content of books, prefaces, indices, tables of contents or brief summaries to facilitate proper cataloging of material for cross-reference in the file.
3. Provides guided tours to groups of people explaining the specific area's collection, the reference material, and instructs and/or demonstrates proper procedures for operating equipment and locating material using various on-line database in order to increase library usage.
4. Assists or performs collection development by reading publishers' guides and book reviews and making suggestions for purchases.
5. Assists with the maintenance of collection material in assigned area to make location of material easily accessible by staff and patrons.
6. Keeps abreast of current library issues, trends, and information in order to continue providing quality service to library patrons.
7. Assists or instructs in the proper use of library's audio-visual equipment, automated catalogues, computers or databases.
8. Develops and/or executes special projects or programs to realize the annual goals of the library unit.
9. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills, and Abilities Required to Perform Work:**

Knowledge of assigned subject area.

Knowledge of research techniques.

Knowledge of library policies, procedures, and services.

Knowledge of library classification systems (Dewey Decimal, Superintendent of Documents, Texas Documents, and Library of Congress).

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to listen and determine needs of patrons.

Ability to establish and maintain an effective working relationship with other employees.

Ability to be courteous and polite to the general public.

Ability to organize and follow through on priorities.

Ability to accurately read and interpret statistical data, charts, and other printed material.

Ability to use various on-line databases including the library's computer system and other computerized sources of information.

**Working Conditions and Hazards**

Major activities performed indoors under normal office working conditions. Requires frequent walking and bending.

May require lifting and carrying heavy items.

Could require working nights and weekends.

---

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.