

## 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 Librarian, Public Interest</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 Managing Librarian, Public Interest, this position provides planning, implementation, outreach and administrative support for the public interest activities of the department. This position also provides back up and infill coverage at public counters as needed.

### Responsibilities and Duties

The Library Associate responsibilities are divided into four (4) categories: Program Development; Outreach; Administrative; Public Counter Support 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 underserved and unrepresented populations.
- Participates in the planning and establishment of goals and objectives for events, classes, clinics and workshops, with respect to budgets, speakers, facilities, technology, equipment, logistical requirements, promotion, partner identification and other related issues.
- Assists in the design and development of new public interest programs and events that not only serve underserved and unrepresented populations but also attract new public interest partners and engage and retain existing partners.
- Assists in event preparation, including registration set-up, day-of logistics and volunteer recognition.
- Develops and prepares statistics and other special reports.
- Coordinates preparation of promotional collateral including flyers and website postings.

#### Outreach and Development

- Participates in the identification of possible public interest partnerships and opportunities for joint collaboration.
- Generates prospective partner and volunteer attorney leads through a variety of sources including the Internet, direct leads and existing Library programs.
- Communicates with community partners to promote volunteer opportunities.
- Develops and updates prospect lead spreadsheets for bar associations, pro bono point persons, public interest fellows and other prospective leads.
- Coordinates preparation of recruitment collateral materials.
- Assists with volunteer recruitment including emailing of opportunities and monitoring of sign-up status.
- Assists with development and coordination of volunteer recruitment collateral; maintains inventory of materials as necessary.

#### Administrative

- Maintains and updates Library's self-help wall; maintains corresponding inventory.
- Coordinates mass mailing of print material packets.
- Monitors and coordinates accounting activities as appropriate.
- Responds to inquiries, prioritizes requests, and consults with the Managing Librarian, Public Interest, on non-routine issues and activities.

#### Public Counter Support

- Travels weekly or as assigned to branch or partnership locations to provide on-site reference, instructional and research services.
- Provides regularly scheduled coverage of Reference Desk.
- Assists with the planning, development and implementation of public interest programs in remote locations.

#### Other Responsibilities

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- 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
- Desire and ability to work independently without constant supervision

- 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
- Library degree or currently enrolled in graduate program in Library Science
- Proficiency in Spanish
- Ability to work independently, exercising independent judgment
- Demonstrated work in a public office setting with a professional and courteous demeanor
- 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.

#### 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.
- Must be able to travel from one branch or partnership location to another

#### Approvals

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

#### 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