## City of Rapid City
### Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Library Associate II</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>LBA2</td>
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<tr>
<td>Pay Grade:</td>
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</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>3/15/2022</td>
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**General Summary:** The Library Associate II provides a variety of paraprofessional and technical support work of routine to moderate difficulty in assigned areas of specialization.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Researches, recommends, implements, and evaluates library resources and services.
- Serves as lead for closings.
- Recommends web content, social networking, and technology tools relevant to assigned areas.
- Effectively and professionally promotes the library.
- As assigned, develops and maintains effective partnerships with schools, community groups, government agencies, and non-profit organizations.
- Drafts, proofreads, and edits articles and publications as assigned.
- Stays current on trends, technology, and culture relevant to assigned areas.
- Assists with service desk coverage, events, outreach, and tours as assigned.
- Completes other projects and tasks relevant to the designated area of specialization, as assigned.

In addition to duties/responsibilities outlined above, responsibilities for areas of specialization include:

### Bookmobile and Outreach:

- Serves as lead for mobile library operations.
- Evaluates mobile library collections and services.
- Supports library events and outreach.

### Early Education:

- Plans and implements youth educational events focused on literacy.
- Evaluates and reports on library educational impacts.
- Supports mobile library operations, library events, and outreach.

### Events and Teen Services:

- Plans and implements teen events.
- Evaluates young adult collections and services.
- Supports mobile library operations, library events, and outreach.

### Online Resources:

- Recommends and performs database trials.
- Updates database, digital library, and local issues information online.
- Drafts electronic resource promotions and updates website.
Collections and Systems:
- Serves as team lead for library material selection.
- Evaluates and recommends changes to the catalog and collections.
- Instructs staff in basic troubleshooting of integrated library system and acquisitions tools.

Makerspace and Technology:
- Plans and implements makerspace events focused on STEAM education.
- Researches emerging and relevant technology and maintains makerspace equipment.
- Facilitates equipment updates based on inventory and replacement schedule.

Technical Services:
- Performs original cataloging and metadata application.
- Receives and processes material for library use.
- Serves as team lead for interlibrary loan services.

Training:
- Instructs staff in basic troubleshooting of library technology and equipment
- Plans and implements staff orientation, training and development.
- Serves as team lead for internal morale initiatives.

Qualifications:

Education/Experience:

Bachelor’s degree from a four-year college and three (3) years related experience at the Library Associate I (or equivalent) level; or, an equivalent combination of education and experience deemed acceptable by the hiring authority.

Certifications, Licenses, Registrations:

Must possess a valid driver’s license or ability to obtain one within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work schedule is based on needs for library events and services, 7 days per week, daytime and evenings, at any of the library facilities or in the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.