TITLE: ASSOCIATE 4 – LIBRARY (L862)

Nature of Work

The Library Associate 4 performs professional level library work for a major research library with extensive management responsibility. The incumbent receives only general guidelines and policy directives from higher level managerial or administrative personnel.

The Library Associate 4 differs from the Library Associate 2 due to the greater responsibility for managing or coordinating a large library program, department, or several units and/or technical library duties of the most complex level. The incumbents must possess advanced knowledge, skills, and abilities in library policy, procedure, and practices to perform the work required.

Examples of Work
(These examples are intended to illustrate the various types of work performed by employees with this title. All of the work performed by incumbents with this title may not be listed, nor are all of the examples listed performed by every incumbent).

- Manages a large library program or department or several library units.
- Develops and recommends significant changes in library policy, procedures, and practices.
- Conducts special advanced library research or prepares complex management reports.
- Supervises a large staff of Library Associate 1, 2, 3’s, clerical/paraprofessional staff and student workers. Incumbent is responsible for hiring, training, evaluating, disciplining, counseling, scheduling and assigning work for assigned employees.

Minimum Qualifications

Bachelor's degree and 5 years of related library experience or relevant work experience or master’s degree in related specialized area with Library experience preferred.