



**Code: 0575**  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

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## **CLASS TITLE: LIBRARY ASSOCIATE – HOURLY**

### **CHARACTERISTICS OF THE CLASS**

Under immediate supervision, performs paraprofessional librarian duties in a unit of the Chicago Public Library, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assists library patrons in using facility resources (e.g., the catalog of library materials, indexes and reference materials)
- Assists in developing and administering library programs and services (e.g., adult book discussion, library orientation, bibliographic instruction, children's programs)
- Performs collection maintenance activities including shelving and purging of library materials
- Assists in ordering and cataloging of books and materials
- Assists in arranging library displays and exhibits to publicize facility services
- Conducts research on bibliographic data using library databases and the Internet
- Conducts library orientation and bibliographic instruction through the use of printed materials and electronic resources
- Prepares documentation and information about library activities (e.g., records, reports, promotional flyers, bulletin boards)
- Assists at the circulation desk as needed (e.g., charging for library materials, maintaining inventory of supplies, processing interlibrary loans, reserves, and holds)
- Promotes library programs and services (e.g., visiting area schools and community organizations)

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's Degree.

#### **Licensure, Certification, or Other Qualifications**

None

### **WORKING CONDITIONS**

- Public library environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

### **PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time

- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Some knowledge of:

- on-line library systems
- reference services and resource policies, procedures, and practices
- library cataloging, classification, and circulation procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*SERVICE ORIENTATION - Actively look for ways to help people

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

**Other Work Requirements**

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2013