

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of para-professional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists Librarian in providing reference service, providing directional assistance to commonly used materials; Performs a triage function, funneling reference questions requiring interpretation to the Librarian; Assists Librarian in cataloging, collection development, interlibrary loan or indexing applying library principles as directed by a Librarian; Creates public relations materials such as press releases or newsletters; Prepares research and completes forms relative to grant proposals; Prepares library exhibits and displays; conducts tours, book talks, multi-media programs, and program scheduling; Maintains website, facebook and other social media; helps staff and public with issues related to current technology trends through one on one training and classes; Maintains and operates audio-visual equipment; Conducts story hours and other children's programming.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good attention to detail and ability to follow procedures consistently; Good knowledge of layout, writing and public relations skills; Working knowledge of basic computer systems procedures, e.g. start-up, desk-top publishing PC set-up; Ability to recognize the titles of and retrieve basic reference sources as requested by patrons; Ability to do library research at a user level; Ability to operate and maintain audio-visual equipment; Ability to express ideas clearly and accurately both orally and in writing; Ability to read and comprehend written material; Ability to carry out assignments independently; Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree, or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associates degree and two (2) years of library experience, or
- C. An equivalent combination of training and experience as defined within the limits of A and B above.

Adopted 6/19/09

Revised 2/19/16

Reviewed 3/5/18