

LIBRARY ASSISTANT (TECHNOLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Work involves performance of paraprofessional librarian or specialized non-librarian duties with a focus on technical work including website design and maintenance, social media use for outreach, and providing technical support to library patrons and staff. The incumbent of this position operates independently within prescribed responsibilities. This position requires a high level of interaction with the public. General supervision is provided by a Librarian or other higher level library administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists with cataloging, collection development, indexing, etc., applying library principles as directed by a Librarian;  
Provides reference desk coverage, assisting library patrons with questions ranging from basic to in depth research, as well as with locating materials, using library database tools, locating resources and services, and related library functions;  
Assists with library website: backup files, create/edit posts, basic page edits, alert notifications set up, etc.;  
Assists with website design and content, including creative design using images, interactive media and videos;  
Assists with web-based/technology-based public relations, marketing and social media outreach to raise awareness of and participation in library programs, services and events;  
Assists patrons and staff in computer Learning Lab with basic technology skills and digital literacy, and with the library's technological tools, resources and services;  
May assist in evaluating hardware and/or software applications by reading documentation, testing, and/or demonstrating to determine appropriateness of technology to meet library requirements and/or needs;  
May assist librarians with research, applications, reports and forms;  
May assist with maintenance and operation of audiovisual equipment;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of procedures, terminology

and equipment as applied to library clerical work, cataloguing and materials organization; working knowledge of online database and search strategies; working knowledge of web utilities and web design software; good technical aptitude and ability stay current with changes in technology; ability to do library research at a user level; ability to effectively instruct others in the use of the computers and software; ability to express ideas clearly and effectively, both orally and in writing; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships; attention to detail; tact and courtesy.

MINIMUM QUALIFICATIONS:

Bachelor's degree and one (1) year of paid or unpaid experience which included use of website content management system (CMS) software as well as graphic and/or visual design, photo-editing, desktop publishing or related.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.