

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves performance of paraprofessional librarian or specialized non-librarian duties. 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, interlibrary loan, or indexing applying library principles as directed by a Librarian;

Provides reference services and assistance to library users, including directing users to commonly used materials;

Refers reference questions requiring interpretation to the Librarian as necessary;

Schedules and conducts library tours, book talks, multi-media programs, as well as story hours and other programs for children and teenagers, as assigned;

Prepares library exhibits and displays;

Creates public relations materials about library programs, services and events, such as press releases, newsletters, fliers, etc.;

Prepares research, applications, and forms relative to grant proposals;

Operates computers, using relevant software;

Performs routine system maintenance and back-up for PC or on-line computer systems;

Maintains and operates audiovisual equipment;

Performs a variety of related activities as required.

When Assigned to Children's Services, may:

Conduct story hours and other programs for children and teenagers including selection of books and preparation of related handouts or other materials for children and/or parents;

Recruit, oversee and assist volunteers in presenting craft programs;

Organize and implement Summer Reading Program for children;

Reviews suggested reading lists that are presented and decides whether to purchase books the library does not own;

Hire poets, entertainers, etc., for children's programs;

Attend workshops related to juvenile library programs;

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Prepare displays, posters, etc., to promote the library,
reading, seasonal events, etc., to children;
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 online research database systems and tools; knowledge of library materials, filing and shelving rules; skill with layout and design relative to public relations, informational and marketing materials; ability to write and produce public relations, informational and marketing materials such as press releases, newsletters, and fliers; ability to operate and maintain technical equipment such as computers and audio-visual equipment; ability to learn technical library tasks with attention to detail and accuracy; ability to do library research at a user level; ability to carry out assignments independently; ability to communicate effectively with groups and individuals, both orally and in writing; ability to establish and maintain effective and professional working relationships with a variety of people including children and teenagers; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

Bachelors degree.

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.

SPECIAL REQUIREMENT:

When assigned to Children's Services, prior experience working with children and/or teenagers in an educational setting, as deemed appropriate by the Librarian or higher level library administrator, may be required.