

SENIOR LIBRARY ASSISTANT

Code No. 4-19-023
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position in a Town Library system, responsible for providing direction and staff supervision for a small neighborhood library. This position differs from Library Assistant by virtue of its expanded scope and responsibility for overseeing all functions of the library. The employee receives general supervision from the Town Library Director for administrative tasks and receives closer supervision for technical library matters. General and direct supervision is exercised over paraprofessional clerks, pages and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises the day to day operation of the library;

Supervises clerks, pages, maintenance personnel, and paraprofessional staff;

Prepares employee performance evaluations;

Prepares budget proposal for branch;

Orders items and makes purchases;

Monitors expenditures during year;

Attends book meetings and makes selections;

Works with Library Director on collection planning;

Plans and promotes library events, special programs, open houses, etc;

Assists patrons in selection and special requests.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of library service; good knowledge of the arrangement and uses of library materials; good knowledge of cataloging, classification, circulation and reference activities; good knowledge of administrative practices; working knowledge of library collections particularly leisure reading portions; ability to work independently; ability to plan and promote library programs to the community; ability to instruct patrons; decision making ability; ability to prepare and monitor a budget; ability to communicate effectively both orally and in writing; ability to assign and supervise the work of subordinates; good judgment; initiative, tact and courtesy; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years paid full-time or its part-time work experience in a library, with responsibilities such as, but not limited to, library assistance, clerical, public contact, interviewing, research or administrative work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 28, 1988