

LIBRARY ASSISTANT
(LIBRARIAN ASSISTANT PT – Non-Competitive)*

Code No: 4-19-011
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position in which the incumbent works independently, in assisting the Librarian in a variety of tasks. The Librarian performs the more technical and administrative tasks of the department and may delegate the responsibility of overseeing an entire function of any department (i.e. Reference, Circulating, Cataloging, Classification) to the Library Assistant. These employees interact on a regular basis with other public libraries and institutions in locating material and obtaining information. The employee reports directly to and works under the general supervision of the Librarian with latitude allowed for decision making and independent action. Direct supervision may be exercised over library aides, student aides or clerks. 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):

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;

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

Prepares library exhibits and displays;

Conducts tours, book talks, multi-media programs and program scheduling;

Maintains and operates audio-visual equipment;

Conducts story hours and other children's programming.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of library service; good knowledge of layout, writing and public relations skills; working knowledge of basic computer systems procedures, such as start-up, desk-top publishing and PC set-up; working knowledge of cataloging, classification, circulation and reference activities; ability to work independently; 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 communicate effectively both orally and in writing; ability to assign and supervise the work of subordinates; good judgment; initiative, tact and courtesy; physical condition 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.

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.

REVISED: September 12, 1985
Reviewed: 2/26/87
REVISED: September 3, 1998

*Approved non-competitive by New York State Civil Service Commission for one Librarian Assistant PT position at County libraries.