

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this title perform paraprofessional librarian or specialized non-librarian duties, initially under the direct day-to-day supervision of professional librarians and ultimately functioning more independently within the scope of prescribed responsibilities. Incumbents provide information services, and may perform the full range of duties or concentrate in one area, depending on the needs of the library. Incumbents possess an aptitude for library work, but do not require a Master's degree in Library Science. Does related work as required.

EXAMPLES OF WORK: (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 and 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;

Plans, schedules, coordinates and presents programs;

Maintains and operates audio-visual equipment;

Conducts story hours and other children's programming;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential duties of the position; thoroughness; good judgment; dependability; initiative; tact and courtesy in dealing with staff and public; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING: A Bachelor's Degree.*

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,
Cities of Rye and Peekskill,
School Districts, Special Districts
J.C.: Competitive

Job Class Code: 0227-01 (Towns & Villages)
S227-01 (School Districts)

Non-competitive when part time in Ossining Public Library only