

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of paraprofessional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs all aspects of integrated library system operation, assists with database management and writing of documents

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 with administrative functions including but not limited to patron relations, collection management, human resources, staff training and record keeping

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good attention to detail and ability to follow procedures consistently;

Good knowledge of, writing and public relations skills;

Working knowledge of basic computer systems procedures, e.g. start-up, database and spreadsheet applications;

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;

Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

Jurisdiction Class:	Competitive
Civil Division:	PY Public Library
Adoption:	2/16/2015

