

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 23, 2021

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. Exercises general supervision over pages and library volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides full reference service including the provision of directional assistance to commonly used materials;
2. Selects books using standard and other review sources;
3. Assists Librarian in cataloging, collection development, or indexing by applying library principles as directed by a Librarian;
4. Selects and orders audio books and music in varying formats;
5. Processes new print acquisitions;
6. Trains and supervises pages and volunteers;
7. Processes interlibrary loans;
8. Conducts tours;
9. Maintains and operates audio-visual equipment;
10. Assists in creating public relations materials such as press releases or newsletters;
11. Assists in preparing library exhibits and displays.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

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; good attention to detail and ability to follow procedures consistently; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS: Three (3) years of permanent competitive status as a Library Clerk or two (2) years of permanent status as a Senior Library Clerk in the Lewiston Public Library or North Tonawanda Public Library immediately preceding the date of examination.

OPEN COMPETITIVE:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors Degree.