

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
Adopted by YCCSC:	2/6/1991
Revised by YCCSC:	6/3/1998
Revised by PO:	2/16/2016

