

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of para-professional 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)

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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;
Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Bachelor's degree.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.