

## ASSISTANT LIBRARY TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in all library functions in a library. The incumbent is responsible for performing a variety of library clerical functions, assisting with library website design and content, and the promotion of library programs through social media outreach and marketing. The work is performed in accordance with established procedures and involves assisting in conducting the various programs and activities of the library. Work is performed under the general supervision of a Library Technician or another higher-level library employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs informational, reference and referral services;

Performs a variety of library clerical functions including but not limited to: performing routine circulation, reserve and overdue functions relating to books, materials and equipment, answering telephones, taking messages, routing calls, issuing borrowers cards, updating computer records, maintaining overdue files, collecting and charging financial charges daily etc.;

Works with people who utilize the library facilities, instructing and assisting them;

Participates in technical and non-technical library activities;

Assists in evaluating the effectiveness of the library's service in relation to the changing need of the community;

Recommends necessary library services to supervisor;

Assists in conducting library public relations programs and marketing and social media outreach to raise awareness of and participation in library programs, services and events;

Operates and performs routine maintenance of office machinery such as photocopiers, microform/reader/printer, microfiche reader, fax machines, computers etc.;

Assists with library website design and content;

Assists with inventory of supplies;

May perform daily and monthly circulation statistical reports;

May represent the library at community and group meetings;

May attend professional meetings and workshops.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of library techniques; working knowledge of library administrative practices; working knowledge of library materials; working knowledge of office terminology, procedures and equipment; ability to carry out library policies; ability to comprehend patrons needs quickly and accurately; ability to promote library programs to the community; ability to instruct patrons; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associates degree; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of paid or volunteer full-time or its part-time equivalent, library clerical experience; OR
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY  
0420 AST LIB TE  
Classification: Competitive  
OA

Adopted: July 17, 1990  
Revised: September 30, 2019