

## LIBRARY ASSISTANT (CHILDREN'S PROGRAM)

**DISTINGUISHING FEATURES OF THE CLASS:** The position involves the responsibility of coordinating library children's programs. The work involves the responsibility of planning, organizing and administering all library activities and programs for children, young adults and families. This position differs from the title of Library Assistant by virtue of the fact that an incumbent in the title of Library Assistant (Children's Program) is not primarily responsible for the referencing, cataloging and classifying of materials. Work is performed under the general supervision of the Library Director with leeway allowed for exercising independent judgement in the delivery of programs. Supervision is exercised over Library Pages and volunteers. 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.

Conducts all programs offered for children, young adults and families and meets with family members as necessary;

Meets with Library Director regularly to plan forthcoming events and programs;

Maintains the children's area bulletin board;

Plans special library functions, programs and trips;

Prepares publicity relative to program offerings;

Works with School District personnel to promote Library services and programs;

Keeps informed of trends in children's and young adult services through professional journals and other available resources;

Provides reading guidance for children and families;

Compiles book lists and bibliographies;

Orders, inventories and maintains all library craft supplies;

Prepares program sign up sheets monthly;

Prepares reports for the Library Director and Board of Trustees as requested;

Attends meetings, workshops and conferences as requested;

May maintain and operate audio-visual equipment;

May assist and instruct the public in the use of public access computers;

May perform back-up, system operation and maintenance for PC's or on-line computers.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of library service; good knowledge of the arrangement and uses of library materials; good knowledge of children and young adult reading programs; ability to establish relationships with children and young adults; ability to promote library programs to the community; ability to communicate effectively both orally and in writing; demonstrated ability in the use of computers; demonstrated ability in the operation and maintenance of audio visual equipment; good judgment; initiative; tact; courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Library Science, English or Communications or closely related field; **OR**
- B. Successful completion of sixty (60) college credits from a regionally accredited or New York State registered college or university in Education, Library Science, English or Communications or closely related field and two (2) years of experience in a library setting or performing duties related to the coordinating and administering of youth programs; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in a library setting or experience in performing duties related to the coordinating and administering of youth programs; **OR**
- D. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY  
4041 LIB AST CP  
Classification: Competitive  
OA

Adopted: January 17, 2017