

LIBRARY ASSISTANT II (CHILDREN'S PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: The position involves the responsibility of overseeing, supervising and organizing the development of children's programs within a library. The work involves creating, coordinating and facilitating all library programs for children, young adults and families. This position is distinguished from Library Assistant (Children's Program) by virtue of the fact that the duties assigned are more complex and require a higher level of responsibility. Work is performed under the general supervision of the Library Director or Library Manager with leeway allowed for exercising independent judgment in the delivery of programs. Supervision is exercised over the Library Assistant (Children's Program), subordinate staff 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.

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

Organizes, oversees and facilitates a calendar of events for active children's programs;

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

Prepares and writes publicity pieces and press releases relative to program offerings;

Collaborates with School District personnel to promote library services and programs;

Creates, coordinates and implements a popular summer reading program with the assistance of the library staff;

Creates and conducts early literacy programming for infants through school age children;

Develops and sorts collections of children's books for classroom use and to aide parents;

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

Supervises subordinate staff and volunteers;

Attends meetings and conferences as requested;

May participate in webinar trainings for professional development.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of library service; thorough knowledge of reading programs for children and young adults; good knowledge of the

arrangement and uses of library materials; 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; ability to supervise others; 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 and one (1) year of experience in a library setting or performing duties related to the supervision, coordination and administration of youth programs; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Education, Library Science, English or Communications or closely related field and three (3) years of experience in a library setting or performing duties related to the supervision, coordination and administration of youth programs; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in a library setting or experience in performing duties related to the supervision, coordination and administration of youth programs; **OR**
- D. An equivalent combination of training and experience as indicated in A., B. and C. above.

ULSTER COUNTY
4042 LIB AST II
Classification: Competitive
OA

Adopted: January 17, 2017