

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing paraprofessional library duties assisting a professional librarian. A librarian performs the most technical and administrative tasks and may delegate to the incumbent the responsibility of overseeing an entire function of the library such as reference, circulation, cataloguing, classification, etc. Additionally, incumbents interact on a regular basis with other public libraries and institutions in locating material and obtaining information. Work is performed under the general supervision of a higher level employee with leeway allowed to make independent decisions on routine issues. Supervision may be exercised over subordinates. 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.

Processes patrons' requests for library materials or information using an on-line telecommunications network or manually searching several print sources;

Verifies information using a variety of library resources;

Instructs library patrons on the use of the card catalog, indexes, microfiche and reference materials;

Selects books, pamphlets and posters for display in popular reading areas, career section and general display area;

Promotes programs for various segments of the community;

Processes new books to be shelved;

Maintains files and prepares monthly and annual statistical reports;

Attends workshops, training sessions and local meetings regarding the provision of library services;

Reads trade journals to review current books and assists in the recommendation of titles for purchase or removal;

Selects newspaper articles from local news for library files;

Orders documents and other publications through government and private publishers;

Drafts memoranda and routine correspondence;

Plans, assigns and reviews the work of subordinates;

Assists in the execution of administrative policy.

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; working knowledge of cataloging, classification, circulation and reference activities; ability to work independently; ability to promote library programs to the community; ability to instruct patrons; ability to make decisions; ability to maintain files and compile statistics; ability to learn data processing; ability to communicate effectively both orally and in writing; ability to assign and supervise the work of subordinates; good judgment; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelors degree; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associates degree and two (2) years of experience, in a library setting, performing duties related to library functions; **OR**
- C. Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of experience, in a library setting, performing duties related to library functions; **OR**
- D. An equivalent combination of training and experience as indicated A, B and C above.

ULSTER COUNTY
4040 LIB AST
Classification: Competitive
4043 LIB AST PT
Classification: Non-Competitive
Grade: 8
Union: CSEA

Revised: March 2, 1984
Revised: July 17, 1990
Revised: August 17, 1993