

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for learning and performing various library functions and services at a para-professional level in a Public Library. The work is performed under the general supervision of Librarians with latitude to operate independently within the range of prescribed responsibilities. Supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Explains proper use of library resources to the public;
Provides reference and readers' advisory services;
Locates library material for patrons and staff;
May process inter-library loan request;
Prepares library materials for use;
Performs cataloging of library materials;
Suggests titles for purchase or discard in a subject area;
Prepares library exhibits and displays;
Prepares numerical and narrative reports, memorandum and correspondence;
May train and supervise clerical personnel;
May index newspapers for library use;
May work at the circulation desk;
May compile bibliographies;
May conduct tours, book talks, multi-media programs, story and picture book hours;
May perform on-line computer searches.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern library service principles, practices and procedures;
Working knowledge of library materials, including on-line data base systems;
Ability to express ideas clearly and accurately both orally and in writing;
Ability to direct the work of others;
Ability to read and comprehend written material;
Ability to carry out assignments independently;
Ability to get along well with others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree.