

## **LIBRARIAN ASSISTANT**

**07660**

**(Competitive)**

There are many tasks in libraries today that need to be performed by staff members with a good background of education (undergraduate degree and/or subject specialization) and an aptitude for library work, but do not require a master's degree in library science. Some of these tasks are, at the present time, being performed by professional librarians. By realigning duties, the librarian positions can be made truly more professional. Interesting and challenging jobs can be created for individuals who have a good educational background and an aptitude for library work but do not wish to or cannot attend library school.

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves performance of paraprofessional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Performs simple reference work with commonly used materials.  
Funnels reference questions requiring in-depth research to the Librarian.  
Assists Librarian in cataloging, collection development, interlibrary loan, or indexing applying library principles as directed by a Librarian.  
Performs readers advisory service with popular materials.  
Creates public relations materials such as press releases or newsletters.  
Prepares research and completes forms relative to grant proposals.  
Performs system operation, maintenance, and back up for PC or on-line computer systems.  
Assists customers in using various electronic resources.  
Prepares library exhibits and displays.  
Conducts tours, book talks, multi-media programs, and program scheduling.  
Maintains and operates audio-visual equipment.  
Conducts story hours and other children's programming.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good attention to detail and ability to follow procedures consistently.  
Good knowledge of layout, writing and public relations skills.  
Working knowledge of basic computer systems procedures, e.g. start-up, desktop publishing, PC set-up.  
Ability to recognize the titles of and retrieve basic reference sources as requested by patrons.  
Ability to do library research at a user level.  
Ability to operate and maintain audio-visual equipment.  
Ability to express ideas clearly and accurately both orally and in writing.  
Ability to read and comprehend written material.  
Ability to carry out assignments independently.  
Tact and courtesy in dealing with staff and public.

### **MINIMUM QUALIFICATIONS**

Promotion:

Two (2) years of permanent competitive class status in the title of Library Clerk III.

Open Competitive:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree.

5/2011 Revised