

GENESEE COUNTY

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of para-professional 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:

Assists Librarian in providing reference service, providing directional assistance to commonly used materials;
Performs a triage function, funneling reference questions requiring interpretation to the Librarian;
Assists librarian in cataloging, collection development, interlibrary loan, or indexing applying library principles as directed by a Librarian;
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;
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.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR 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, desk-top 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; physical condition commensurate with the demands of the job.

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MINIMUM QUALIFICATIONS:

Possession of a Bachelor's degree.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

FT-Competitive

PT-Non-Competitive

Revised 11/24/78

5/21/95

3/21/03

10/25/23