

LIBRARY ASSISTANT

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. A Library Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists Librarian in providing reference service and provides assistance to patrons using library materials, technology and other resources;
- Performs a triage function, funneling reference questions requiring interpretation to a Librarian;
- Under the direction of a Librarian, assists in cataloging, collection development, and interlibrary loan services;
- Provides simple support to library patrons on the use of microcomputer equipment;
- Creates public relations materials such as press releases or newsletters;
- Prepares research and completes forms relative to grant proposals;
- Prepares library exhibits and displays;
- Conducts tours, story hours and other library programs for patrons of all ages;

FULL PERFORMANCE KNOWLEDGE, 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 and word processing software; ability to retrieve basic reference sources as requested by patrons; ability to do higher level library research and advise patron(s) on assessing the reliability and validity of source material; 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 sufficient to perform the essential functions of the positions.

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 New York State Civil Service website. You must pay the required evaluation fee.

Cattaraugus County Civil Service

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