

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

LIBRARY ASSISTANT

Jurisdictional Class: **Competitive**
Date Adopted: **5/4/2018**
Date Revised: **5/30/18 (TWA, MQ)**
Jurisdictions: **Special Districts**
Union Status: **N/A**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of higher-level library clerical duties necessary for the proper organization of library materials, displays and exhibits. Supervises lower-level staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts story hours and other children's programs;
Conducts tours, book talks, cooperative programming through external partnerships, multi-media programs and program scheduling;
Assists in cataloging, collection development, interlibrary loan or indexing, applying library principles as directed by Librarian;
Supervises lower-level library staff;
Performs system operation, maintenance, and backup for PC or online computer systems;
Prepares library exhibits and displays;
Creates public relations materials such as press releases or newsletters;
Maintains and operates audio-visual equipment;
Prepares research and completes forms relative to grant proposals;
Performs a triage function, funneling reference questions requiring interpretation to Librarian;
Assists Librarian in providing reference service and directional assistance to commonly used Materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS. Working knowledge of children and youth program development and implementation; Working knowledge for public program implementation; Ability to understand and follow oral and written instructions; Ability to effectively communicate oral and written material; Knowledge and appreciation of literature for children; Ability to present ideas and to provide instruction; Knowledge with a variety of standard computer application and online searching tools; Ability to maintain accurate files and records.

MINIMUM QUALIFICATIONS:

Either:

(A) Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree and one (1) year of full-time paid experience in public programming, education, public service, or a clerical setting; **OR**

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(B) Graduation from a regionally accredited or New York State registered two-year college with an associate degree and three (3) years of experience as outlined in (A); **OR**

(C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A).

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.

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