

Herkimer County

## **LIBRARY ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a para-professional position involving responsibility for learning para-professional applications of professional library services, initially under direct day-to-day supervision of professional librarians/Library Director's but ultimately with latitude to operate independently within the ambit of prescribed responsibilities. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Assists Librarian/Library Director in providing reference services, providing assistance to commonly used materials;
- Assists the Librarian/Library Director in cataloging, collection development, interlibrary loan, or indexing, applying library principals as directed;
- Prepares library exhibits and displays;
- Explains to library patrons the use of the card catalog and the arrangement of books on shelves;
- Prepares drafts of memorandums and correspondence;
- Supervises non-librarian professional personnel;
- Under supervision performs rudimentary cataloging, classification and reference services;
- May accept responsibility for a subject area and recommend titles for purchase and discard;
- Performs tasks in accordance with specialized background and skills;
- Supports overall library operations and services through projects and other duties as appropriate and assigned.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** 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 (i.e. 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 materials; Ability to carry out assignments independently; tact and courtesy in dealing with staff and the public.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from a regionally accredited or New York State registered four-year college with a baccalaureate degree.

Competitive Class (FT)

Non-Competitive Class (PT)

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