

Jurisdictional Class: Competitive
Adopted: March 27, 1978
Revised: May 28, 2010

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Work of this class involves responsibility for paraprofessional applications of professional library services, initially under direct day-to-day supervision of professional librarians but ultimately with latitude to operate independently within prescribed policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists an administrative officer in his/her functions;
Prepares library exhibits and displays;
Explains to library users 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;
May work with library computer applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Aptitude for library work;
Some understanding of basic aims and services of libraries;
Ability to make decisions and direct the work of others;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.