

LIBRARY ASSISTANT
(Albany Public Library)

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of a paraprofessional or specialized non-librarian duties. This position requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists Librarian in providing circulation and reference and technology assistance;
- Performs a triage function, funneling reference questions requiring interpretation to the Librarian;
- Assists Librarian in cataloging, collection development, interlibrary loan, or index applying library principles as directed by a Librarian;
- Prepares exhibits and displays;
- Conducts tours, book talks;
- Maintains multi-media scheduling and program scheduling;
- Maintains and operates audio-visual material;
- Conducts programming;
- Enters and retrieves information in an automated information system;
- Performs stack maintenance;
- Performs related work as required.

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 procedures;
- Ability to recognize the titles of and retrieve basic reference sources as requested by patrons;
- Ability to do library research at 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 conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; OR

B. Completion of at least 60 credit hours of college coursework.

NOTE:

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.