Herkimer County

LIBRARY ASSISTANT

There are many tasks in libraries today that need to be performed by staff members with a good background of education (undergraduate degree and/or subject specialization) and an aptitude for library work, but do not require a Master's degree in library science. Some of these tasks are, at the present time, being performed by professional librarians. By realigning duties, the librarian positions can be made more truly professional. Interesting and challenging jobs can be created for individuals who have a good educational background and an aptitude for library work but do not wish to or cannot attend library school.

GENERAL STATEMENT OF DUTIES: Performs public library functions under professional guidance.

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 but ultimately with latitude to operate independently within the ambit of prescribed responsibilities.

EXAMPLES OF WORK: (Illustrative only)
-Assists an administrative officer in his functions;
-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: Aptitude for library work; some understanding of basic aims and services of libraries; initiative resourcefulness; good judgment; orderliness; accuracy; tact; adaptability; ability to get along well with others; ability to make decisions and direct the work of others.

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

Approved by the Council of the New York Library Association, the Division of Library Development and the Municipal Service Division of the New York State Civil Service Department. June 26, 1971.

Competitive Class (FT)
Non-Competitive Class (PT)