



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	LIBRARY ASSISTANT (formerly Library Assistant (School) 3/12/08)
Jurisdictional Class:	Competitive
Civil Division:	County Schools, Seymour Library
Adoption: CSM	04/12/06
Revised: CSM	03/12/08; 04/09/08

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for providing para-professional guidance in the use of library facilities to individuals and groups of students or patrons in support of library services. The work requires the performance of a variety of duties within a Library such as aiding students or patrons in the use of library equipment and facilities, assisting the Librarian in collection development and cataloguing. This position involves dealing directly with students or patrons either individually or in small groups and requires an aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists Librarian in providing reference services such as providing directional assistance to commonly used materials and information technology sources;
Acts as initial point of contact for reference questions; may refer more complex questions to a Librarian;
Assists Librarian in cataloging, collection development, inter-library loan, indexing and applying library principles as directed by a librarian;
Prepares library exhibits and displays;
Conducts tours; organizes special events, library programs and multi-media programs;
Processes new materials such as books, magazines and newspapers;
May track student attendance;
May compile monthly reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of library services and practices;
Good public relations skills;
Good organizational skills;
Knowledge of or the ability to learn library databases;
Ability to understand and carry out complex oral and written instructions;
Ability to communicate both orally and in writing;
Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

- (A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university and one year of experience working in a library, public relations, or related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three years experience working in a library, public relations, or related field; OR
- (C) An equivalent combination of training and experience as defined by the limits of (a) or (b) above.

NOTE: Public relations experience includes liaison activities with public officials, corporations, other agencies, news media, and the public. Duties may include planning, preparing, and distributing written material designed to promote understanding or general knowledge about activities, services, policies, or objectives.