

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** LIBRARY ASSISTANT (CHILDREN'S SERVICES)

**TITLE #:** 1398

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in planning and conducting children's programs. Work is performed under the general supervision of the Library Director or a professional Librarian and may involve supervision of clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans, schedules, coordinates, and conducts programs for preschool, school-age and young adults;

Plans, schedules, coordinates and conducts programs for nursery and public school visits;

Operates computer systems to assist and instruct children and young adults with reference searches;

Assists Librarian in assessing needs and development of children's collection to incorporate new material into programs;

Prepares instructional and multi-media materials to insure successful utilization of library and its resources;

Evaluates effectiveness of programs, makes recommendations and prepares reports as required;

Performs online circulation, reservation, and overdue functions, updates records and provides interlibrary loan services;

Provides reference services and assistance to library users;

Performs system operation, maintenance and back-up for PC or on-line computer systems;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May supervise non-professional staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of library materials and techniques; good knowledge of library services; working knowledge of bibliographic tools and sources; working knowledge of basic computer system procedures; ability to perform library research at a user level; ability to work with children on a group or individual basis; ability to express ideas clearly and concisely both orally and in writing; ability to carry out assignments independently; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree, or higher, and one (1) year of experience planning and conducting programs for children.

**JURISDICTIONAL CLASSIFICATION:** Competitive

10/30/15