

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

CLASS TITLE: LIBRARY ASSISTANT

TITLE #: 1389

DISTINGUISHING FEATURES OF THE CLASS: This is paraprofessional work that involves responsibility for performing specialized library work in areas such as library programming, reference and cataloging. 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:

Assists professional staff in public library functions;

Prepares library exhibits and displays;

Provides reference services and assistance to library users;

Prepares drafts of memoranda and correspondence;

Performs cataloging, classification and reference services under professional supervision;

Plans, schedules, coordinates and conducts programs;

Assists in the selection of library materials and requisitions supplies for programs;

Creates public relations material related to library programs, services and events, such as press releases, newsletters, fliers etc.;

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

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

Maintains and operates audio-visual equipment;

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

May supervise non-professional staff.

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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 varied age groups on an individual and group 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: 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.

JURISDICTIONAL CLASSIFICATION: Competitive

10/30/15