

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

**CLASS TITLE:** LIBRARY TECHNICAL ASSISTANT

**TITLE #:** 1394

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for research assistance to the member districts and support to professional staff of the Orange-Ulster BOCES Professional Reference Library. The incumbent in this class conducts searches for information requested by members utilizing computerized library reference tools in accordance with copyright laws, record retention guidelines and library policies and procedures. May offer technical assistance to staff of member libraries regarding library-related issues and the inter-library loan process. Work is performed under the general supervision of the Director and other professional staff members with some independent decision making on questions of procedures and order of tasks. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Locates materials for patrons of the Professional Reference Library utilizing computerized library reference utilities within the library system;

Assists patrons in completion of ERIC search requests;

Operates library automation system for circulation and on-line catalog;

Enters data for additions and deletions for current and retrospective acquisition of the computer-automated system;

Maintains reserve library materials for readers and vertical file references;

Registers patrons and explains lending rules;

Compiles data for statistical reports;

Processes inter-library loans;

Copies articles while adhering to the copyright law;

Completes and maintains purchase orders for requested materials;

Maintains files for inter-library loan, circulation and acquisitions;

Creates, maintains and updates bibliographies;

Prints ERIC documents using microfiche reader/printer;

Sorts and distributes mail to all departments in the Resource Center;

Completes monthly and annual reports;

Answers phones professionally regarding reference and research information;

Updates budget for Professional Reference Library;

Performs general library procedures such as shelf list management and maintenance, overdue notices, processing new materials and cataloging;

May perform typing tasks that do not require a certified typist.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of library materials and techniques; working knowledge of bibliographic tools and sources; working knowledge of library reference tools including computerized systems; working knowledge of the Dewey Decimal and Library of Congress systems; working knowledge of copyright law; data entry and typing skills; ability to communicate clearly both orally and in writing; ability to work independently; initiative; 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 an Associates degree in Library Science or Library Technology; OR
- (B) Completion of 60 credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of library clerical experience involving the use of on-line cataloging and automated reference systems; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of library experience as outlined above.

**JURISDICTIONAL CLASSIFICATION:** Competitive

REVISED: 10/14/05 kr