

LIBRARY AIDE (CHILDREN'S PROGRAMS) (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This position supports the Library Director or a Librarian by assisting with the planning and delivery of children's programs, including storytelling, arts and crafts and special events for pre-school and elementary-aged children. The duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Note. The work is performed under the direct supervision of a Library Director or Librarian. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supports the Library Director or Librarian in delivering children's programs by assisting with materials, managing group dynamics, engaging in hands on activities like crafts, etc.;

Assists children and their caregivers in finding books and accessing information tailored to their interests or needs;

Contributes to the selection of age-appropriate reading materials and participates in story time presentations and discussions of reading content;

Assists in preparing reference materials by gathering content from written sources to be used at the Reference Desk;

Facilitates arts and crafts session by providing instruction and encouraging creative participation;

Plans and coordinates special events for children such as drama, dance and music;

Assists in preparing and setting up library displays and bulletin boards;

Keeps the children's area organized and makes minor repairs to materials;

Performs a variety of simple clerical and/or support tasks such as assembling activity kits, checking book orders and bibliographies, filing, inventorying, shelving, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of children's literature and learning processes; working knowledge of terminology, procedures and reference sources commonly used in library clerical support; working knowledge of group organization and instruction; ability to read, speak and understand colloquial Spanish; ability to establish and maintain cooperative relationships with others, especially children; ability to understand written material.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of experience working with children (e.g., library programs, camp counseling, childcare, community or educational work, teacher's aide, teaching assistant, afterschool care, enrichment programs, recess supervision, coach, etc.).

NOTE: Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g., technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding a standard newspaper, correspondence and official documents.

R.C.D.P. (10.08.2015) 05.20.2025
Non-competitive