

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

DISTINGUISHING FEATURES OF THE CLASS: This position is designed to provide sub-professional assistance to a Library Director or Librarian II in the selection, preparation, presentation and overseeing of programs which include reading and dramatization of stories, arts and crafts instruction and the organization of special events for children from pre-school age to elementary school age. 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 Notes. The work is performed under the direct supervision of the Library Director or of another professional librarian. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Library Director or Librarian II with children's programming by distributing props, monitoring behavior, working on crafts with children, etc.;

Helps children in locating information or books;

Recommends the selection of books, participates in the presentation of stories and listens to the reading of reports;

Gathers information from source material for book lists and bibliographies with annotations for supervisor under specific instructions;

Assists supervisor in compiling a listing of bibliographies for use at Reference Desk by gathering information from written sources;

Provides instructions and conducts activities in arts and crafts;

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

Performs a variety of clerical and miscellaneous tasks such as assembling kits, checking book orders and bibliographies, filing and pulling catalog cards, 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 get along with and understand children; ability to understand written material and annotate same.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of experience working with children in reading or speaking (such as in a nursery, preschool or library program).

NOTES:

1. Experience in recreational, teaching or training activities as a group leader may be substituted for high school on a year-for-year basis.
2. Education beyond high school which included successful completion of at least six (6) credit hours in English or related field may be substituted for the required experience.
3. 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

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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 standard newspaper, correspondence and official documents.