

## **LIBRARY ASSISTANT (FRENCH/CREOLE-SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves a responsibility for performing paraprofessional librarian duties or specialized non-librarian duties in support of the accredited library staff. The incumbent is expected to work independently while adhering to established procedures. This title is distinguished from that of a Library Assistant in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level indicated in the Note below. The work is performed under the general supervision of a librarian. Supervision may be exercised over Pages and volunteers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides reference and reader's advisory services to library users under the direction of a librarian;  
Assists the librarian by directing patrons to commonly used materials;  
Creates in-house flyers, book lists and bookmarks;  
Instructs patrons on effective research techniques, as well as helping them utilize computers to access databases and the Internet;  
Assists in the preparation of grant proposals;  
Stays informed about current technology trends and may provide technology instruction to library users;  
Prepares library exhibits and displays;  
Conducts tours, book talks, story hours, multi-media programs and program scheduling;  
Prepares statistical and/or narrative reports, memos and correspondence;  
May provide feedback on the effectiveness of programs, make recommendations and prepare reports as required;  
May supervise Pages and volunteers.

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

Good knowledge of library services and practices; working knowledge of bibliographic tools and sources; working knowledge of current technology, standard computer applications and online search tools; ability to read, speak and understand colloquial French/Creole; ability to conduct library research and provide instruction; ability to effectively use current software applications\*; ability to supervise the work of others; ability to understand and interpret written material; ability to work independently; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing; ability to maintain a variety of records and prepare reports.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and two (2) years of paid work experience performing clerical, technical or administrative duties in a library setting; or
2. A Bachelor's degree or higher.

**NOTE:** Incumbents are expected to possess a Level II proficiency in French/Creole (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

(over)

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.

\*To be determined during the probationary period.