

## **LIBRARY ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work that 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. The work is performed under the general supervision of a librarian and 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 with 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 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 three (3) years of paid work experience performing clerical, technical or administrative duties in a library setting; or
2. A Bachelor's degree or higher.

\*To be determined during the probationary period.

R.C.D.P. (10.08.2015) 03.14.2025  
Competitive  
(Part-Time is Non-competitive in any Public Library)