



CVW LLPL is looking to fill a year-round, part-time position of Library Assistant to join our team. The pay range for the position is \$17-\$19/hr; depending on experience. Interested applicants kindly drop off a resume, cover letter and references to the Library; or email credentials to the Library Manager at: lgl-director@sals.edu

Title: Library Assistant

Status: part-time, year-round

CIVIL SERVICE CLASSIFICATION: tbd (assumes non-competitive)

Reports TO: Library Manager

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performance of paraprofessional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of the Library Manager/Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Help plan, implement and conduct public programs for multiple audiences
- Keep programming materials in orderly fashion and good working condition
- Assist in preparing and setting up bulletin boards and displays
- Oversee circulation desk by assisting patrons with check-out and keeping daily records of library materials
- Order requested materials and notify patrons when items are available
- Monitor computer usage, including sign in sheet
- Aid patrons in finding in library materials and use of reference materials
- Instruct patrons in usage of automated system (Polaris)
- Maintain usage request forms and related communications
- Requisitions library and audio-visual equipment and reading materials and instructs in use
- Conducts overdue report and record sets
- Assists with library usage statistics and maintenance of records
- Assists with mailings, notices, and public relations
- Assists with annual inventory and reads shelves
- Makes minor repairs to library materials and equipment
- Shelve returned books and other library materials
- Perform light cleaning as required
- May perform cataloging and automation
- May type and file correspondence and reports
- May train aids and volunteers
- May be responsible for library in absence of Library Director

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Proficient with computers; some knowledge of library techniques; some knowledge of library administrative practices; ability to carry out library policies; ability to comprehend reader's needs quickly and accurately; ability to express oneself clearly and concisely both orally and in writing; courtesy; good judgment; physical condition commensurate with the position.

MINIMUM QUALIFICATIONS:

- A.) Graduation from high school or possession of a high school equivalency diploma, AND
- B.) Two (2) years experience in library clerical, education, child care or administrative assistance

Note:

College credit at a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices may be substituted on a year for year basis for clerical experience.