LIBRARY ASSISTANT (FRENCH/CREOLE-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is work that involves the performance of paraprofessional librarian duties. Incumbent must work independently within prescribed responsibilities. 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. Does related work as required.

TYPICAL WORK ACTIVITIES:
Assists the librarian in providing reference and reader's advisory service;
Assists the librarian with directing patrons to commonly used materials;
Directs reference questions requiring interpretation to the librarian;
Creates basic newsletters, fliers, press releases, booklists and bookmarks;
Assists the librarian in instructing patrons on research skills, how to use computers to access databases and the Internet;
Assists in the preparation of grant materials (e.g. research and gathering information in order to complete forms);
Sets up, starts and backs up personal computers;
Displays new books and related materials;
Answers questions from patrons regarding library exhibits and displays;
Conducts tours and book talks;
Conducts story hours and programs, under the supervision of a librarian.
May supervise Pages by assigning and evaluating work as well as by making employment recommendations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of Internet and online public catalog systems; working knowledge of basic computer procedures such as start-up, personal computer set up, desk-top publishing, and accessing data bases; ability to read, speak and understand colloquial French/Creole; ability to recognize and retrieve basic reference sources requested by patrons; ability to follow procedures; ability to read and comprehend written material; ability to work independently; ability to use a computer to prepare basic newsletters, fliers and press releases*; ability to work effectively, tactfully and courteously with patrons and staff; ability to express ideas clearly and accurately, both orally and in writing; ability to attend to details.

MINIMUM QUALIFICATIONS:
1. A Bachelor's degree; or
2. An Associate's degree and three (3) years of paid work experience performing library clerk or library clerk typist duties.

*To be determined during the probationary period.

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...
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 standard newspaper, correspondence and official documents.