

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 to

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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.