

## **LIBRARY ASSISTANT**

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