

NEWBURGH ENLARGED CITY SCHOOL DISTRICT  
DATE ADOPTED: JANUARY 14, 1992  
DATE AMENDED: MAY 13, 1996  
DATE AMENDED: SEPTEMBER 10, 1996

### **LIBRARY ASSISTANT**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves performance of paraprofessional librarian or specialized on-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Assists Librarian in providing reference service, providing directional assistance to commonly used materials; Performs a triage function, funneling reference questions requiring interpretation to the Librarian; Assists Librarian in cataloging, collection development, interlibrary loan, or indexing applying library principles as directed by a Librarian; Creates public relations materials such as press releases or newsletters; Prepares research and completes forms relative to grant proposals; Performs system operation, maintenance and back-up for PC or on-line computer systems; Prepares library exhibits and displays; Conducts tours, book talks, multi-media programs and program scheduling; Maintains and operates audio-visual equipment; Conducts story hours and other children's programming.

#### **FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES:**

Good attention to detail and ability to follow procedures consistently; Good knowledge of layout, writing and public relations skills; Working knowledge of basic computer systems procedures. e.g. start-up, desk top publishing, PC set-up; Ability to recognize the titles of and retrieve basic reference sources as requested by patrons; Ability to do library research at a user level; Ability to operate and maintain audio-visual equipment; Ability to express ideas clearly and accurately both orally and in writing; Ability to read and comprehend written material; Ability to carry out assignments independently; Tact and courtesy in dealing with staff and public.

#### **MINIMUM QUALIFICATIONS:**

Bachelors degree from a regionally accredited college or university or one recognized by NYS Education Dept. as following acceptable educational practices.