

GENESEE COUNTY

LIBRARY ASSISTANT II (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: The work involves a higher level of work than Library Assistant and receives administrative direction from Director and/or Librarian. This position has responsibility for the supervising of staff/volunteers. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists Director and/or Librarian in providing reference service, providing directional assistance to commonly used materials;
Provides supervision of clerks, pages and volunteers;
Leads a triage function, funneling reference questions requiring interpretation to the Librarian;
Develops and conducts library programming in cooperation with Librarian;
Works in conjunction with librarian in cataloging, collection development, interlibrary loan, or indexing applying library principles as directed by a Librarian;
Creates and distributes public relations materials such as press releases or newsletters;
Develops and administers grants in cooperation with Librarian;
Conducts tours, book talks, multimedia programming and program scheduling;
Prepares library exhibits and displays;
Serves as a liaison for library services to community groups and/or other libraries;
Assists Librarian with training department clerks and volunteers;
Documents processes and procedures for department;
Carries out responsibilities of Librarian in their absence.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of library service; good knowledge of the arrangement and uses of library materials; good knowledge of cataloging, classification, circulation and reference activities; good knowledge of administrative practices; working knowledge of library collections particularly leisure reading portions; ability to work independently; ability to plan and promote library programs to the community; ability to instruct patrons; decision making ability; ability to prepare and monitor a budget; ability to communicate effectively both orally and in writing; ability to assign and supervise the work of subordinates; good judgment; initiative, tact and courtesy.

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MINIMUM QUALIFICATIONS:

Possession of a Bachelor's degree plus two (2) years paid full-time or its part-time work experience in a library, with responsibilities such as, but not limited to, library assistance, clerical, public contact, interviewing, research or administrative work.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 7/22/26