

Jurisdictional Class: Competitive  
Non-Competitive: Part-Time Only\*  
\*Check appendices for individual civil divisions  
EEO Category: Administrative Support  
Revised: 05/29/2024

### **LIBRARY ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a paraprofessional position involving responsibility for learning paraprofessional applications of professional library services. The incumbent initially works under direct supervision of professional librarians, but eventually acquires latitude to operate independently within prescribed responsibilities under professional guidance. Supervision is exercised over Library Aides, Library Clerks, and other personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists an administrative officer in their functions;  
Prepares library exhibits and displays;  
Explains to library users the use of the card catalog and the arrangement of books on shelves;  
Prepares drafts of memorandums and correspondence;  
Supervises non-librarian professional personnel;  
Under supervision, performs rudimentary cataloging, classification, and reference services;  
May accept responsibility for a subject area and recommend titles for purchase and discard;  
Performs tasks in accordance with specialized background and skills;  
May operate office machinery such as photocopiers, fax machines, typewriters, computers, etc.;  
May operate and maintain audio-visual equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** 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 (i.e.: 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 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:** Either:

- (A) Possession of Bachelor's Degree; **OR**
- (B) Possession of Associate's Degree **AND** two (2) years of experience, in a library setting, performing duties related to library functions.

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**NOTE:** Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 03/20/1987

Revised: 10/04/1972, 03/20/1987, 06/06/1991, 02/03/1995, 08/15/2022, 05/29/2024