

Library Assistant (Promotional) Tompkins County

Department: TCPL, Lansing and Groton Public Libraries

Classification: Competitive

Labor Grade: 10

Approved: Approved by Board Res. #45, 03/08/1976

Revised: 10/91; 1/97; 5/00; 9/15; 12/17; 4/2021

By: LG, Deputy Commissioner of Human Resources

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

No later than the final filing date announced, applicants must meet the following promotional requirements:

Admission to this departmental promotion opportunity will be limited to current employees of the Tompkins County Public Library. Applicants must currently hold, and have continuously held, full-time (or the equivalent part-time) competitive class status for a minimum of:

One (1) year in the title of Senior Library Clerk at the Tompkins County Public Library; **OR**

Two (2) two years in the the title of Library Clerk at the Tompkins County Public Library.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHED FEATURES OF THE CLASS:

A Library Assistant performs paraprofessional librarian or specialized non-librarian duties in support of the accredited library staff. The incumbent is required to operate independently within prescribed guidelines. The work is performed under the general supervision of a member of the accredited Library staff. May direct or supervise the work of support staff or volunteers within a work group. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists professional librarians in providing reference service to library users, using print and digital information resources;
- Assists librarians by providing advice, guidance and instruction to library users on the effective use of library resources in all formats;
- Manages outreach services to selected sites and user populations by partnering with local organizations and businesses;
- Organizes library programs, prepares library displays and exhibits both on and off site;
- Manages the acquisition process, accurately and efficiently acquires, receives, catalogs, and processes library materials, and summarizes and prepares related invoices for payment;
- Resolves problems with vendor services;
- Prepares information for fliers, calendars, and event information;
- Prepares statistical and/or narrative reports, memorandum and correspondence;
- Prepares research and completes forms relative to grant proposals;
- Keeps informed of library trends;
- May perform tasks in accordance with specialized background and skills.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of library research and reference methods;
- Working knowledge of basic printed reference tools and sources;
- Working knowledge of basic computer systems;
- Ability to supervise small groups of volunteers on a regular basis;
- Ability to learn and use new reference sources in electronic and digital formats;
- Ability to read and comprehend written material;
- Ability to express ideas clearly and accurately, orally and in writing;
- Ability to get along well with patrons, staff and volunteers;

- Ability to lift objects such as books, supplies, and files;
- Ability to perform calculations involving basic arithmetic functions;
- Ability to perform all of the duties of the position accurately;
- Ability to make decisions, follow procedures and carry out assignments independently;
- Attention to detail, tact and courtesy required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created December 4, 1975

Revised 12.5.17

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