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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : LIBRARY ASSISTANT
Code: 310010 NKK
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Competitive

GENERAL STATEMENT OF DUTIES

Performs subprofessional library functions or specialized non-librarian duties; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this is a subprofessional position involving responsibility for learning subprofessional applications of professional library services, initially under direct day-to-day supervision of professional librarians, but, ultimately with latitude to operate independently within the ambit of prescribed responsibilities. This position differs from Librarian I in level and complexity of assignments and responsibility, in the scope of job-related knowledge, and the lack of a New York State Public Librarian's Professional Certificate.

TYPICAL DUTIES

- * 1. Assists administrative and professional personnel in their functions.
- * 2. Explains to library patrons the use of the catalog system and the arrangement of books on shelves.
- 3. Prepares drafts of memoranda and correspondence.
- 4. Directs clerical personnel.
- * 5. Performs system operation, maintenance, and back-up for PC or on-line computer system.
- * 6. Prepares library exhibits and displays.
- * 7. Performs rudimentary cataloguing, classification, and reference services.
- * 8. Performs tasks in accordance with specialized background and skills.
- * 9. May accept limited responsibility for a subject area and recommend titles for purchase and discard.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of basic aims and services of libraries.
2. Knowledge of basic Personal Computer systems procedures such as boot-up, set-up, installing, backing up, and upgrading applications.
3. Ability to recognize the titles of, and retrieve, basic reference sources requested by patrons.
4. Ability to express oneself effectively, both orally and in writing.
5. Ability to direct the work of others.
6. Ability to develop and maintain effective working relationships with associates and the public.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university.

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