

ULSTER COUNTY CIVIL SERVICE CLASSIFICATIONS NOT IN USE BY THE WEST HURLEY PUBLIC LIBRARY:

ULSTER COUNTY CIVIL SERVICE CLASSIFICATION: LIBRARY AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of non-professional tasks in a library. The work is carried out in accordance with established procedures and involves providing routine assistance to library users, helping children with library projects and performing routine clerical tasks. The class differs from that of Clerk in that the primary emphasis for Library Aide involves assisting library users, whereas the primary emphasis for Clerk is the performance of entry level office duties. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over Youth Workers and students. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides assistance to library users in using equipment and the library facilities;

Aids library users in finding and using reference materials;

Assists students in preparing library projects;

May read to students;

May listen to student book reports;

In a library that has a museum, may provide assistance to museum visitors;

Assists in preparing and setting up library displays and bulletin boards;

Shelves returned books, records, magazines and other reference material;

Requisitions library and audio-visual material as needed;

May make minor repairs to library equipment;

May train new staff;

Issues and receives library material;

Maintains library cards and circulation files and answers routine inquiries;

May type and file catalog cards and correspondence, and perform other routine clerical duties not requiring skilled typing;

May use electronic data processing equipment in the course of performing various duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Working knowledge of the basic aims and services of a library; ability to understand and carry out oral and written directions; ability to establish and maintain a rapport with children and others; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma;
OR
- B. One year of experience working in a library; OR
- C. One year of clerical experience; OR
- D. An equivalent combination of training and experience as indicated in A, B, or C above.

ULSTER COUNTY
4030 LIB AIDE

Adopted: July 17, 1990

PART-TIME: COMPETITIVE

FULL-TIME: COMPETITIVE

ASSISTANT LIBRARY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in all library functions in a library. The incumbent is responsible for performing a variety of library clerical functions, assisting with library website design and content, and the promotion of library programs through social media outreach and marketing. The work is performed in accordance with established procedures and involves assisting in conducting the various programs and activities of the library. Work is performed under the general supervision of a Library Technician or another higher-level library employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs informational, reference and referral services;

Performs a variety of library clerical functions including but not limited to: performing routine circulation, reserve and overdue functions relating to books, materials and equipment, answering telephones, taking messages, routing calls, issuing borrowers cards, updating computer records, maintaining overdue files, collecting and charging financial charges daily etc.;

Works with people who utilize the library facilities, instructing and assisting them;

Participates in technical and non-technical library activities;

Assists in evaluating the effectiveness of the library's service in relation to the changing need of the community;

Recommends necessary library services to supervisor;

Assists in conducting library public relations programs and marketing and social media outreach to raise awareness of and participation in library programs, services and events;

Operates and performs routine maintenance of office machinery such as photocopiers, microform/reader/printer, microfiche reader, fax machines, computers etc.;

Assists with library website design and content;

Assists with inventory of supplies;

May perform daily and monthly circulation statistical reports;

May represent the library at community and group meetings;

May attend professional meetings and workshops.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of library techniques; working knowledge of library administrative practices; working knowledge of library materials; working knowledge of office terminology, procedures and equipment; ability to carry out library policies; ability to comprehend patrons needs quickly and accurately; ability to promote library programs to the community; ability to instruct patrons; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associates degree; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of paid or volunteer full-time or its part-time equivalent, library clerical experience; OR
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY
0420 AST LIB TE
Classification: Competitive
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Adopted: July 17, 1990
Revised: September 30, 2019