

Bloomfield Public Library - Vacancy

Salary: \$20.00/hr

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

LIBRARY ASSISTANT

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of 60 credit hours from a college or university; OR
2. Graduation from high school or possession of high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in a public or academic library that included direct contact with and service to the public; OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

SPECIAL NOTE: EDUCATION: 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.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing paraprofessional library duties. An incumbent of this position will initially learn, under administrative supervision, applications of professional library services, but eventually operate independently within the scope of prescribed duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews, selects, orders, and budgets for materials according to the guidelines set by the director;
Performs daily routines of the library in addition to specific duties of this classification;
Keeps appropriate records of orders, inventories and statistics;
Replaces material as needed;
Collects and compiles statistics relevant to Children's Services;
Attends all book meetings conducted by the System for the purpose of on-site selection of materials and system business;
Attends Children's Services workshops as budget permits;
Assists an administrative officer in his functions;
Prepares library exhibits and displays;
Plans and presents library programs;
Performs tasks in accordance with specialized background and skills;
Delivers outreach services;
Responsible for inter-library loan materials and transactions;
Prepares library publicity;
Performs any other necessary activities of the library;
May supervise and train clerical personnel;
May accept responsibility for a subject area and recommend titles for purchase and discard.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of library methods, techniques and procedures; working knowledge of library materials; working knowledge of basic computer systems procedures; ability to carry out library policies; ability to recognize titles and retrieve basic reference sources; ability to express oneself clearly and accurately both orally and in writing; ability to make decisions and direct the work of others; ability to carry out assignments

independently; ability to get along well with others; initiative; resourcefulness; tact; adaptability; physical condition commensurate with the demands of the position.

REVISED: 7/9/08; 3/11/21; 7/19/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES