

LIBRARY ASSISTANT II

DISTINGUISHING FEATURES OF THE CLASS: The work involves a higher level of work than Library Assistant and receives administrative direction from the director. This position has responsibility for supervising staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the director in the development of standards of practice for circulation services;
Provides supervision of library staff and volunteers with assigned circulation duties;
Develops and conducts training for circulation and collection maintenance tasks;
Schedules staff and volunteers for circulation duty at all library service desks;
Assists staff in circulation duties when required;
Assists in record keeping;
Maintains and supervises the schedule for the building's use and compiles building-use statistics;
Assists in checking out, renewing, and placing holds on library materials, updating and renewing patron records, issuing library cards, and managing over-dues;
Assists patrons in using the library's equipment, resources and facilities;
Reviews, selects, and orders adult DVD's according to the guidelines set up by the director, keeping appropriate records of orders;
Reviews the processing of all new adult materials;
Assists in the retention and disposal of library materials;
Manages rotating collections and outreach services for senior citizens;
Serves as the library's liaison with organizations serving senior citizens;
Gathers and compiles statistics and regularly reports on library services to senior citizens;
Assists the director in developing policies that support senior citizens and their families in accessing library services;
Orders office and library supplies and reviews invoices;
Creates various displays.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of library methods, techniques and procedures; good knowledge of library materials; ability to carry out library policies; 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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma and either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree AND two (2) years of clerical library experience; OR
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree AND four (4) years of clerical library experience; OR
3. An equivalent combination of education and experience as set by the limits of (1) and (2) above.

APPROVED: JULY 14, 2008

CIVIL SERVICE CLASSIFICATION: COMPETITIVE