

LIBRARY ASSISTANT III

MINIMUM QUALIFICATIONS – OPEN COMPETITIVE: Possession of a Bachelor's degree, or higher, AND four (4) years of full-time paid experience, or its part-time equivalent, in a public library with responsibilities such as library assistance, clerical, ordering, or administrative work.

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.

MINIMUM QUALIFICATIONS – PROMOTIONAL Two (2) years permanent Competitive class status as a Library Assistant II in the Geneva Public Library.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing advanced library assistant duties requiring a high degree of independent judgment in the development, maintenance, and evaluation of library collections and services. An employee in this class is responsible for collection development and management, technology instruction, reference services, and oversight of specialized library resources. Work is performed under the general supervision of a Library Director or other high-level administrator with considerable leeway allowed for the exercise of independent judgment. Unlike Library Assistant II, this position is characterized by responsibility for specialized library services rather than the supervision of staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops, evaluates, selects, orders, and maintains library materials in accordance with established collection development policies and budgetary guidelines;
Assesses the quality, relevance, and usage of library collections and recommends additions, replacements, or withdrawals of materials;
Maintains records relating to collection development, acquisitions, inventories, and statistical reports;
Plans, develops, promotes, and presents technology-related classes, workshops, and individual instructional sessions for library patrons;
Assists patrons in the use of computers, electronic resources, online databases, and emerging technologies;
Provides reference, reader's advisory, and informational services to patrons in person, by telephone, and through electronic means;
Oversees the preservation, organization, security, and management of local history, genealogy, and reference collections;
Responds to inquiries regarding local history and genealogical resources;
Assists patrons in locating, evaluating, and utilizing library materials and resources;
Prepares displays, exhibits, promotional materials, and other public information relating to library collections and services;
Maintains statistical records and prepares reports regarding collection usage, programming, and library services;
Performs circulation and other public service desk duties as needed;
Assists with library operations and special projects;
Attends professional meetings, workshops, and training programs to remain current with library practices, technology, and services.

LIBRARY ASSISTANT III

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of library methods, techniques, and procedures;
Good knowledge of collection development and collection management principles;
Good knowledge of library materials, resources, and reference sources;
Good knowledge of computer applications, electronic resources, and emerging technologies used in library services;
Ability to evaluate library collections and recommend materials for acquisition and withdrawal;
Ability to provide technology instruction and training to individuals and groups;
Ability to perform reference and reader's advisory services;
Ability to communicate effectively both orally and in writing;
Ability to prepare reports and maintain records;
Ability to establish and maintain effective working relationships with patrons, staff, and community organizations;
Ability to carry out assignments independently;
Initiative, Resourcefulness; Tact; Courtesy;
Physical condition commensurate with the demands of the position.

APPROVED: AUGUST 6, 2026

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: LIBRARIES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES