

## **LIBRARY ASSISTANT (YOUTH SERVICES)**

**197-A**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and conducting youth programs and services. Work is performed under the general supervision of the Library Director or a professional Librarian and may involve supervision and training staff and volunteers. 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.*

Plans, schedules, coordinates, and conducts youth programs and community outreach activities;

Provides library informational, instructional, research and referral services to library users;

Assesses needs and assists with collection development for youth;

Keeps up with trends in children's and teen literature and services;

Prepares instructional and multimedia materials to insure successful utilization of library and its resources;

Evaluates effectiveness of programs, makes recommendations and prepares reports as required;

Performs online circulation, cataloging, collection development, interlibrary loan, overdue functions and updates records by applying library principles as directed;

Provides reference services, assistance and instruction to library users;

Performs basic computer maintenance tasks;

Keeps up-to-date with current technology trends and may provide technology instruction to library users;

Uses current software applications;

Supervises library staff and volunteers.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of library materials and techniques; good knowledge of library services; working knowledge of bibliographic tools and sources; good knowledge of children's and teen's literature and other relevant collections; working knowledge of current technology; ability to conduct library research and provide instruction; ability to work with youth on a group or individual basis; ability to express ideas clearly and concisely both orally and in writing; ability to carry out assignments independently; ability to effectively use current software applications; ability to carry out assignments independently; tact and courtesy in dealing with youth, caregivers, staff and public; ability to maintain a calm and friendly demeanor with the public under stressful conditions; and ability to move delivery boxes up to 70 pounds and lift 30 pounds, stand for extended periods of time, sit, bend, kneel, crouch and climb stairs.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; and one (1) year of experience working with children or teens; or
- (B) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with an Associate's Degree plus three (3) years' experience working with children or teens; or
- (C) Graduation from high school or possession of a general equivalency diploma, and five (5) years of experience working with children or teens.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 10/20/2022

Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A

Revised & Replaced 10/20/2022

Revised and Replaced in Classplan: 2/15/2023

Revised and Replaced in Classplan: 4/21/2025 (Edu)