

Job Opening: Library Assistant, Liberty Public Library (Part-time)

The Liberty Public Library is seeking a new part-time member for our staff, a small team dedicated to excellent library service. The ideal candidate must enjoy working with the public and possess excellent interpersonal and communication skills. We are looking for a friendly, creative person with a good sense of humor and a desire to expand services to the community.

Library Assistant responsibilities include but not limited to:

- Preparing, conducting, and assisting with programming for adults.
- Assisting with marketing, including online calendar entry, website updates, monthly newsletter and print calendar, social media posting, and creating and distributing press releases and the creation of flyers and brochures.
- Providing basic reference service and basic technology training to library patrons, including assistance with public computers.
- Assisting with collection management, including inventory, weeding and ordering.

Minimum requirements include:

- (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 in a library or nonprofit organization; 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 of experience working in a library or nonprofit organization; or (C) Graduation from high school or possession of a general equivalency diploma and five (5) years of experience working in a library or nonprofit organization.

Other desired qualifications:

- Excellent customer service
- Strong oral and written communication skills
- Proficient with Microsoft Office and social media applications
- Ability to work both independently and collaboratively with colleagues

Hours: Part-time/ 10-20 hours/week

Pay Rate: \$17-\$20 per hour depending on experience

How to Apply:

Send a letter of interest and resume by email to Marjorie Linko, Library Director mlinko@rcls.org with **Library Assistant Position** in the Subject line.

Applications must be received by Fri April 28.

This is a Provisional Civil Service position. Permanent appointment to the position is dependent upon the candidate's rating on a training and experience exam provided by the Sullivan County Department of Personnel. The Sullivan County Civil Service Official Job Description for Library Assistant is provided below:

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This paraprofessional librarian position includes but is not limited to conducting outreach, adult programs and services and various administrative functions. Requires aptitude to operate independently within prescribed responsibilities. Work is performed under the general supervision of the Library Director or a Librarian and may involve supervision and training of library 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 adult programs and community outreach activities; Implements programs and services in accordance with current library long range plan and in consultation with supervisor; Assists in evaluating effectiveness of programs; makes recommendations and prepares reports as required; Provides library informational, instructional, research and referral services to all library users; Performs online circulation, cataloging, collection development, interlibrary loan, overdue functions and updates records by applying library principles as directed; Keeps up-to-date with current technology trends and may provide technology instruction to library users; Creates public relations materials across all formats; Prepares library exhibits and displays; Prepares research and completes forms relative to grant proposals; Performs basic computer maintenance tasks; Maintains and operates audio-visual equipment; Uses current software applications; Supervises library staff and volunteers; May supervise children.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good attention to detail and ability to follow policies and procedures consistently; good knowledge of layout, writing and public relations skills; working knowledge of basic computer systems; good knowledge of basic reference sources online and in print; ability to perform informational, instructional, research and referral activities; ability to operate and maintain current technology and software applications; ability to communicate clearly and accurately both orally and in writing; ability to read and comprehend written material; ability to carry out assignments independently; tact and courtesy in dealing with 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.

Y:\CLASPLAN\Library Assistant.doc Last Reviewed: October 20, 2022 Jurisdictional Class:
Competitive Public Hearing: N/A NYS Civil Service Commission Approval: N/A Revised &
Replaced 10/20/2022 Revised & Replaced in SC Classplan 10/20/2022 Revised and Replaced
in Classplan: 2/15/202