

251 GLEN STREET
GLENS FALLS, NY 12801
518-792-6508

Crandall Public Library is seeking an enthusiastic and tech savvy individual to fill a Full Time Library Assistant position.

F/T Library Assistant (BA Degree required) to provide reference services and maintain library created database. Must be customer service oriented with excellent data entry skills. Good attention to detail and ability to follow procedures consistently. The work involves performance of paraprofessional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian.

35 hours per week. Night/weekend availability. \$18.51 per hour plus benefits. Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

Mail or e-mail (gforshey@sals.edu) letters of application, resume, and three professional references to Head of Innovation and Customer Experience, Crandall Public Library, 251 Glen St., Glens Falls, NY 12801. (518)792-6508. Applications must be received by December 9, 2016. Applications may be obtained from www.warrencountyny.gov/civilservice/app.pdf. EOE/AA Employer.

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of paraprofessional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists librarian in providing reference services;
- Performs a triage function, funneling reference questions requiring interpretation to the librarian;
- Assists librarian in cataloging, collection development, interlibrary loan, or indexing, applying library principles as directed by a librarian;
- Creates public relations materials such as press releases or newsletters;
- Maintains records, logs, or other statistical information and prepares statistical information for completion of reports;
- Prepares library exhibits and displays;
- Conducts tours, books talks, multi-media programs, program scheduling, and additional programs within assigned department;
- Participates in special events;
- Performs system operation, maintenance, and back-up for PC or on-line computer systems;
- Performs basic troubleshooting of public computers, including hardware/software and peripheral equipment;

Provides technical assistance to patrons with tasks such as using library computer management system, using library print management system, saving retrieving files, navigating websites, connecting to library Wi-Fi, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good attention to detail and ability to follow procedures consistently; Good knowledge of layout, writing and public relations skills; Working knowledge of basic computer systems procedures, software, and popular websites; Knowledge of current technological trends and emerging technology; Ability to recognize the titles of and retrieve basic reference sources as requested by patrons; Ability to do library research at a user level; Ability to express ideas 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 the staff and public.

MINIMUM QUALIFICATIONS: Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.