



**POSITION:** Library Services Staff - Children's Services

**REPORTS TO:** Library Director

**POSITION DESCRIPTION:** A Library Assistant performs paraprofessional librarian or specialized non-librarian duties in support of the accredited library staff. The incumbent is required to operate independently within prescribed guidelines. The work is performed under the general supervision of a member of the accredited Library staff. May direct or supervise the work of support staff or volunteers within a work group.

**TYPICAL WORK ACTIVITIES:**

- Assists librarians by providing advice, guidance and instruction to library users on the effective use of library resources in all formats.
- Manages outreach services to selected sites and user populations by partnering with local organizations and businesses.
- Organizes library programs, prepares library displays and exhibits both on and off site.
- Manages the acquisition process, accurately and efficiently receives, catalogs, and processes library materials, if needed.
- Resolves problems with patrons or refers problems to the Director.
- Prepares information for fliers, calendars, and event information.
- Prepares research and completes forms relative to grant proposals.
- Keeps informed of library trends and emerging technologies.
- May perform tasks in accordance with specialized background and skills, for example building the website, preparing craft kits, assisting with book weeding.

**MINIMUM QUALIFICATIONS:** EITHER: Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree; OR (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree AND two years full-time paid (or the equivalent part-time and/or volunteer) library experience; OR (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above. Lansing Library is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**RELATED SKILLS:**

- Good knowledge of library research and reference methods
- Working knowledge of basic printed reference tools and sources
- Working knowledge of basic computer systems
- Ability to supervise small groups of staff or volunteers on a regular basis
- Ability to learn and use new reference sources in electronic and digital formats

- Ability to read and comprehend written material
- Ability to express ideas clearly and accurately, orally and in writing
- Ability to get along well with patrons, staff and volunteers
- Ability to perform calculations involving basic arithmetic functions
- Ability to perform all of the duties of the position accurately
- Ability to make decisions, follow procedures and carry out assignments independently
- Attention to detail, tact and courtesy required