

LIBRARY ASSISTANT

(Reference and Computer Assistant)

Physical requirements: Commensurate with demands of the position

Educational requirements: Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree

Skills desired include: Working knowledge of library services, principles, practices, and procedures; working knowledge of library materials; working knowledge of online databases; working knowledge of technology, including personal computers, scanners, digital literacy, makerspaces, and eBooks; tact and courtesy; ability to work well with the public and with co-workers; ability to supervise others; ability to carry out assignments independently

Working conditions: FT 37.5 hours per week; this position requires evening or weekend work; for FT positions vacation is earned after one year and accrued as stipulated by the bargaining agreement, including 11 paid holidays and 4 personal days

Library Assistant, Reference and Computer Assistant responsibilities include: Provide reference, information, and reader's advisory service to patrons; handle detailed computer and technology questions in person, by phone, or email; perform community outreach to promote the use of library services; assist in planning and conducting library programs for adults; facilitate interlibrary loan requests; provides digital literacy and makerspace instruction; create statistical reports as requested; other duties as required consistent with the position

This position reports to the Head of Information Services

Department complement: 1 FT position in this classification

Union: CSEA Local 1000 AFACME, AFL-CIO

Civil Service Classification: LIBRARY ASSISTANT

Salary Grade: 13, Non-exempt

Created: November 2021

Updated: June 2025