



121 HIGH ST, NEWARK, NY 14513
315-331-4370, Fax 315-331-0552
www.newarklibrary.org newcirc@owwl.org

LIBRARY ASSISTANT – Youth Services Specialist (Full-time)

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of para-professional 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. Supervision may be exercised over the work of support staff and volunteers. Does related work as required*.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists Librarian in providing reference service, providing directional assistance to commonly used materials;
- 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;
- Prepares research and completes forms relative to grant proposals;
- Performs system operation, maintenance, and back-up for PC or on-line computer systems;
- Prepares library exhibits and displays;
- Conducts tours, book talks, multi-media programs, and program scheduling;
- Maintains and operates audio-visual equipment;
- Conducts story hours and other children's and teen programming.

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, e.g. start-up, desk-top publishing, PC set-up; 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 operate and maintain audio-visual equipment; 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 staff and public.



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***Related Work as Required:**

- Take care of any and all things related to youth services
- Oversees youth services collection development
- Plan & implement storytimes and youth programming/events
- Plan & implement the annual Summer Reading program
- Orchestrate Free Lunch program (summer months)
- Make school visits
- Collaborate with education sites
- Attending conferences and workshops
- Keeping track of attendance and creating board reports
- Readers advisory
- Engage in community outreach
- Grant writing
- Create & maintain library displays
- Responsible for maintaining the little libraries in the community
- Creating early literacy material for families
- Purchasing material for the Youth Services department
- The Youth Services Specialist position is eligible for remote work with prior approval from the Director.

MINIMUM QUALIFICATIONS: Bachelor's degree related to the field of education, youth program services and/or library science from a regionally accredited college or University or one recognized by the New York State Education Department as following acceptable educational practices. At least one (1-2) year (s) of paid experience working with youth.