

NOTICE

An opening exists in
The Community Library
in the position of:
Library Assistant

The Community Library in Cobleskill, New York is seeking an energetic, creative and engaging individual to serve as Library Assistant. Under the guidance of the Librarian and/or the Director you will be expected to provide assistance and support to patrons, deliver programs to a diverse population, create displays and public relations materials. You may be required to perform clerical duties and organize library materials.

The Community Library is chartered to serve the Cobleskill-Richmondville School District, a population of over 13,000. Located in the heart of the Village of Cobleskill, a rural/suburban community located about 30 miles southwest of Schenectady in beautiful Schoharie County.

TYPICAL WORK ACTIVITIES:

- Conducts a variety of library programs;
- Conducts tours, book talks, cooperative programming through external partnerships, off-site outreach, multi-media programs and program scheduling;
- Assists in cataloging, collection development, interlibrary loan or indexing, applying library principles as directed by Librarian or Director;
- Performs system operation, maintenance, and backup for PC or online computer systems;
- Prepares library exhibits and displays;
- Creates public relations materials such as press releases or newsletters;
- Maintains and operates audio-visual equipment;
- Prepares research and completes forms relative to grant proposals;
- Performs a variety of general clerical duties as assigned;
- Assists with opening and closing duties;
- Performs a triage function, funneling reference questions requiring interpretation to Librarians;
- Assists Librarians in providing reference service and directional assistance to commonly used materials and
- May train and monitor Clerks, Pages & volunteers, and report any issues to supervisor.

The activities above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of library program development and implementation;
- Working knowledge for public program implementation;
- Ability to understand and follow oral and written instructions;
- Ability to effectively communicate oral and written material;

- Knowledge and appreciation of literature;
- Ability to present ideas and to provide instruction;
- Knowledge with a variety of standard computer application and online searching tools;
- Ability to work with a diverse population;
- Ability to maintain accurate files and records.

Knowledge and experience working with Polaris/Leap, Canva and social media is a plus.

MINIMUM QUALIFICATIONS:

(A) Possession of an associate's degree or higher; and one (1) year of full-time paid experience in public programming, education, public service, or a clerical setting;

OR

(B) Graduation from high school or possession of a high school equivalency diploma; and three (3) years of experience as outlined in (A).

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week).

NOTE: This is a Civil Service position and will be a ***permanent*** appointment. The NY HELPS Program temporarily removes the civil service exam requirement for appointments made to this title. Employees hired under the NY HELPS Program will be appointed on a permanent basis.

COMPENSATION AND BENEFITS:

Pay \$17.00/hr.-\$19.00/hr. based on experience with up to 25 hours per week.

Must be able to work days, nights and some Saturdays. May be required to change schedule to fill in for other staff or make adjustments for outreach and programming events. Most work is performed in an indoor environment but some outreach events may be outside. Paid time off, paid sick leave, option to enroll in NY State Retirement, option to enroll in NYS Deferred Compensation.

APPLICATION:

Candidates interested in being considered for this position **MUST** submit a Civil Service Employment Application and Resume to:

Kim Zimmer, Library Director

The Community Library

110 Union St, Cobleskill, NY 12043

Or

cob-director@mvls.info

Civil Service Employment Applications may be obtained online at: https://www4.schohariecounty-ny.gov/PdfFiles/Personnel/Applicat_679.pdf

Deadline for submitting your application and resume: Thursday, February 12 at 5:00pm: