

LIBRARY ASSISTANT (EARLY CHILDHOOD SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Performs specialized duties that develop and implement public programs for young children and their caregivers. Works under the general supervision of a librarian. A good general education and previous experience with the age group are necessary, but a library background is not. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Researches and plans thematic children's literature presentations and activities for public programs that are developmentally suitable for children infancy through age six;
- Implements programs and evaluates their effectiveness to refine planning and presentation of future programs;
- Maintains descriptive and quantitative records of programs;
- May schedule and publicize programs;
- May assist librarians in selection of materials for children of this age range and for caregivers;
- Related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of early childhood development;
- Good knowledge of children's literature and developmentally appropriate activities;
- Ability to use knowledge to implement public programming for groups;
- Good knowledge of writing;
- Ability to operate independently is necessary;
- Ability to understand and implement complex written and oral instructions;
- Ability to maintain consistent records;
- Ability to represent the Library off-site;
- Working knowledge of public relations;
- Must be able to lift twenty pounds and to transport program materials on a wheeled cart.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from New York State or regionally accredited college or university with at least Associate's Degree in Education, Library Science, Human Services, Social Work and one year of experience in day care, preschool, teaching, library youth services, social work, summer or after school programs for youth experience; OR,
- B. Graduation from a high school and four (4) years of day care, preschool, teaching, library youth services, social work, summer or after school programs for youth experience.

SPECIAL REQUIREMENTS:

Valid driver's license.

Juris. Class: Competitive

ACCS Adopted: 09/08

Revised: