

## STAFF ASSISTANT - LIBRARY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Library Director, incumbents of this class perform a wide range of office management duties in a library setting, including, but not limited to, report preparation, purchasing, budget preparation, records management and personnel administration. This is a unique library position in that it calls for a high level of judgment and responsibility on matters not specifically assigned to either the clerical or professional staff of the library, but which are part of the overall concern of administration. Routine duties are carried out independently and subject only to general review. Extensive problem-solving ability is required and the utmost discretion is necessary due to the confidential work (i.e.: personnel, budget, Library Board issues) performed by the incumbent. Supervision may be a responsibility of the position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Composes and prepares correspondence, reports, memoranda, library calendar, etc., emanating from Director;

Composes press releases for programs as directed by Director;

Reviews and sorts administrative mail and initiates correspondence in response to general inquires;

Prepares packets for monthly Board of Trustees' meetings, which include librarian reports, circulation statistics, board minutes, and monthly financials;

Assists in the preparation of the Library's State annual report;

Works with Library Director to prepare annual Library budget;

Assembles fiscal and statistical data for preparation of reports;

Maintains files for personnel, reports, correspondence, and invoices;

Screens callers and in-person visitors;

Places service calls for maintenance and repair of various equipment (i.e.: telephones, copy machines, computers and microfilm readers);

Works on special projects and conducts research as assigned;

Prepares claim vouchers and maintains operating accounts as assigned;

Performs the canvassing of Civil Service lists and prepares paperwork required for appointment;

Posts to budget accounts using computer spreadsheet program;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of library functions, terminology and procedures; good knowledge of office terminology and procedures and modern business machines; ability to deal with library patrons, board members, governmental officials, library staff; working knowledge of accounting and financial record keeping skills; good writing skills; ability to proofread; good organizational skills; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good judgment and courtesy; ability to work under pressure; ability to maintain confidentiality; resourcefulness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience which must have included the maintenance of financial records and the use of computer applications to produce correspondence, spreadsheets, forms, reports or other documents.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to four (4) years of the work experience described above.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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Job Class Code: 0228 (Municipalities)  
S228 (School Districts)