City of Rochester (NY)
Library Assistant/Part-Time

SALARY $22.64 - $25.87 Hourly
JOB TYPE Part-Time
 LOCATION 115 South Avenue Rochester, NY
DEPARTMENT Rochester Public Library
BUREAU Central Library
JOB NUMBER 23HH758PLA16
OPENING DATE 09/06/2023
CLOSING DATE 9/19/2023 11:59 PM Eastern

General Description
This is a paraprofessional position with primary responsibility for providing reference and information services to patrons. Additional responsibilities are for maintaining collections and indexes and for providing technical and administrative support to librarians and unit heads. The employee works under the direct supervision of a professional librarian with latitude allowed for decision making and independent action. The incumbent may directly supervise nonprofessional staff, and be responsible for daily opening or closing procedures as needed. Performs related work as required.

Typical Work Activities

- Provides references and information by interpreting needs expressed by patron, using interviewing techniques, and directing patron to appropriate materials;
- Instructs patrons in the use of reference materials, online and in print;
- Orient patron to the library, its collections and other resources including use of computers;
- Recommends and locates materials for patrons;
- Assists librarians with report preparation, planning, and scheduling;
- Develops and maintains indexes, files, and directories for use by patrons;
- Compiles and produces flyers and other written material promoting library events and the use of library resources;
- Assists in selecting and ordering materials and prepares new acquisitions for public use;
- Arranges and implements special programs for community groups, schools, and human services agencies;
- Performs daily opening or closing procedures whenever professional Librarian is not on duty at a Branch site;
- Supervises lower-level library staff.

Minimum Qualifications
Possession of a Bachelor's Degree.

HOURS:
Tuesday & Wednesday: 8:30am-1:30pm
Thursday & Friday: 9:00am-2:00pm
Saturday & Sunday: On rotation & evenings as needed.
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<th><strong>Agency</strong></th>
<th><strong>Address</strong></th>
<th><strong>Phone</strong></th>
<th><strong>Website</strong></th>
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</thead>
<tbody>
<tr>
<td>City of Rochester (NY)</td>
<td>30 Church St.</td>
<td>585-428-7115</td>
<td><a href="http://www.cityofrochester.gov">http://www.cityofrochester.gov</a></td>
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