



City of Rochester (NY)
Library Assistant/Bilingual

SALARY	\$46,320.00 - \$59,495.00 Annually	LOCATION	851 Joseph Avenue Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	24DM889PLA44
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	11/15/2024	CLOSING DATE	12/2/2024 11:59 PM Eastern

General Description

This is a paraprofessional position with primary responsibility for providing reference and information services to patrons in English and Spanish. 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 non-professional staff, and be responsible for daily opening or closing procedures as needed. Performs related work as required.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

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;
- Orients patrons in the use of the library, its collections and other resources including use of computers;
- Recommends and locates materials for patrons;
- Translates oral and written information to assist Hispanic patrons with library services;
- 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, in both Spanish and English;
- 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;
- Acts as liaison to Hispanic community agencies.

Minimum Qualifications

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree.

SPECIAL REQUIREMENT: Ability to read, write, and speak Spanish.

Agency

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>