



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

SALARY	\$24.12 - \$27.57 Hourly	LOCATION	Rochester, NY
JOB TYPE	Part-Time	JOB NUMBER	24DM767PLA29
DEPARTMENT	Rochester Public Library	OPENING DATE	07/16/2024
CLOSING DATE	7/29/2024 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.

LOCATIONS:

Charlotte Branch:

- Monday: 11:00am-4:00pm
- Tuesday: 12:00pm-5:00pm
- Wednesday: 1:00pm-6:00pm
- Thursday: 9:00am-2:00pm

Central Branch (Circulation)

- Monday-Thursday: 3:00pm-7:00pm
- Friday: 1:00pm-5:00pm
- with possible Saturday rotation

Central Branch (Children's Center)

- Monday-Thursday: 2:00pm-7:00pm
- Saturday rotation: 1-2 per month, 10:00am--5:00pm

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;
- 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.

Agency

City of Rochester (NY)

Address

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

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>