

# TECHNOLOGY AND YOUTH SERVICES LIBRARY ASSISTANT

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**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for planning, developing, and implementing Science, Technology, Engineering, Art and Design, and Math (“STEAM”) youth programs. The work involves carrying out library policy as determined by the library board and standard practice. Also works with Public Library System Librarians in planning and implementing youth library services. Work is performed in the office and in the field. Direct supervision is exercised over subordinate library personnel. A Technology and Youth Services Library Assistant does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans, develops, and implements STEAM youth programs;  
Promotes and teaches literacy and STEAM skills to youth using a variety of programs and methods;  
Develops and presents STEAM events for youth at the library and in the community;  
Conducts library programs on subjects of youth interest;  
Cultivates relationships with the school district and area organizations to connect with area youth;  
Works with system Librarians to evaluate the effectiveness of the library’s youth services in relation to the changing needs of the community;  
Assists patrons with reference and research questions involving print and computer resources;  
Assists patrons with basic computer literacy;  
Provides information to patrons regarding library programs, services, and policies;  
Performs Information Desk functions including sorting and shelving books, library card registration, and phone support;  
Represents the library at community and groups meetings;  
Attends library system meetings and workshops and professional meetings; and  
Performs other related duties.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of library services and procedures; working knowledge of library materials and their use; working knowledge of STEAM subjects and programs; ability to use library computer and audio visual equipment; ability to carry out library policies and procedures; ability to plan and implement programming; ability to train library staff; ability to plan, direct, supervise and accept responsibility for the work of others; ability to exercise leadership and motivate others; ability to establish and maintain effective working relationships with community organizations; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; skill and accuracy in the performance of technical library tasks; good customer service skills; tact and courtesy in dealing with staff and public; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

<b>Qualification Option #</b>	<b>1</b>	<b>2</b>
<b>Training/Education</b>	<input type="checkbox"/> Possession of a Bachelor's degree from a New York State or regionally accredited college or university in Library Science with a specialization in Children's Services or Education.	<input type="checkbox"/> Possession of a Bachelor's degree from a New York State or regionally accredited college or university in Education or Library Science.
<b>General experience</b>	<input type="checkbox"/> One year of full-time, paid experience with youth programs.	<input type="checkbox"/> Two years of full-time, paid experience with youth programs.
<b>Supervisory experience</b>	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.
<b>License/ Certification</b>	<input type="checkbox"/> See Special Qualifications below.	<input type="checkbox"/> See Special Qualifications below.
<b>Other requirements</b>	<input type="checkbox"/> N.A.	<input type="checkbox"/> N.A.

Part-time service will be given prorated credit toward experience requirements.

**SPECIAL QUALIFICATIONS:**

- 1.) An appropriate driver's license must be maintained throughout employment.
- 2.) Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.
- 3.) A driving record evidencing safe and responsible vehicle operation is required.

**NOTE:** The appointing authority is responsible for verifying the appointee's driving record and licensure at appointment and throughout employment.

Technology and Youth Services Library Assistant, C in all divisions

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