



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street , Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

POSITION VACANCY

Library Aide

Watkins Glen Public Library

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$13.27hr; 26 hours/week to include evenings and weekends.

HOW TO APPLY: Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

VACANCY: At the present time, there is one less than full time opening in the Watkins Glen Public Library. This is a non-competitive position, so the person hired will **not** need to take a Civil Service exam.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: Provides routine nonprofessional guidance in the use of school or public library facilities to individuals, students, and groups of people in support of library services. The duties of this class are different from clerical positions due to the primary emphasis on dealing directly with patrons either individually or in small groups with only a limited amount of clerical work performed. The work is performed under the direct supervision of a Librarian. Supervision may be exercised over the work of volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Work at the charge desk, using the computerized on line circulation system, checking books in and out to borrowers, renewing books, recording fines;
Issue new cards to borrowers;
Assist in preparing and setting up library displays and bulletin boards;
Phone borrowers to remind them of overdue books or to inform them of reserve books on hand;
Aide patrons in finding and using reference materials;
Keep shelves and periodicals in proper order;
May supervise library in absence of librarian with assistance of volunteers;
Shelve returned books, records, CD's, magazines and other reference materials;
Requisition library and audiovisual materials as needed;
Make minor repairs to library material and equipment;

Assist in annual inventory and reads shelves;
May supervise and train volunteers or student aides;
May type correspondence, other reports and orders not requiring the services of a skilled typist;
May plan and create content marketing and publicity through various media channels;
May recruit, train, schedule, and assist volunteers;
May coordinate annual volunteer recognition event;
May assist in training new staff.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or equivalent.

*Library experience preferred, but not required.

Applications and announcements are available at www.schuylercounty.us
or the Schuyler County Civil Service Office,
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Date Issued: May 3, 2021