

## **LIBRARY CLERK/GRAPHIC ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position performs a dual function as Library Clerk and Graphic Assistant. The Library Clerk work involves performing routine clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required. Procedures are generally standardized with detailed instructions given for new or difficult assignments. The Graphic Assistant work involves developing and creating graphic designs and presentations. An employee in this class is required to exercise extensive creativity in the preparation of graphic materials and presentations. Work is performed under the direct supervision of the Library Director with some leeway allowed for the exercise of independent judgement in carrying out assignments. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### Library Clerk:

Uses computerized library software to update library database and perform routine searches;  
Answers the telephone, takes messages;  
Issues borrowers identification card according to established procedures and explains lending rules;  
Issues, renews, and receives library materials;  
Takes reserve orders from patrons via telephone and in person;  
Provides information to the public on library policies and procedures;  
Gives directions to patrons on the use of library materials and equipment;  
Locates or answers questions from patrons on how to locate library materials;  
Operates library equipment such as photocopiers, fax machines, microfilm/fiche readers, computers, etc;  
May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

#### Graphic Assistant:

Lays out and prepares graphic materials for brochures, pamphlets, web pages, logos, newsletters, letterheads, posters, flyers, etc.;  
Designs and creates graphic art work, determining materials to be used and reproduction methods;

**LIBRARY CLERK/GRAPHIC ASSISTANT-cont'd**

Confers with appropriate personnel to determine specific graphic needs;

Uses computer software including desktop publishing, photo editing, and other graphics software, and photographic equipment;

May operate duplicating machines in producing a variety of forms, publications and other manuscript materials.

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

Good knowledge of the techniques, terminology and uses of equipment used in the preparation and reproduction of graphics and artwork and digital publishing;

Good knowledge of computers and computer software used in desktop publishing and web/digital design;

Good knowledge of design, communication and illustration techniques;

Working knowledge of office terminology, procedures and equipment as applied to library clerical work;

Working knowledge of business arithmetic and English;

Ability to prepare complex graphic designs and presentations to meet department needs;

Ability to plan, design and prepare attractive graphic and illustrative materials;

Ability to establish and maintain effective working relationships with others;

Ability to follow oral and written directions.

Ability to deal in a personable and friendly manner with the public;

Ability to write legibly;

Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Clerical aptitude;

Tact and courtesy.

**LIBRARY CLERK/GRAPHIC ASSISTANT-cont'd**

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in web design, commercial art production, art design, or related field and one year of experience involving the development and preparation of graphic materials, displays and presentations; OR

B) Three years of experience as noted above; OR

C) An equivalent combination of training and experience as indicated in A) and B) above.

**NOTE:** Education beyond the Associates degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in the fields indicated can be substituted as qualifying experience on a year for year basis.