

## **LIBRARY PARAPROFESSIONAL POSITIONS**

### **Three levels of responsibility and competency**

**Titles: Library Assistant or Library Clerk (Level I)**  
**Library Technical Assistant (LTA) (Level II)**  
**Library Technician or Associate Librarian (Level III)**

**NOTE:** The examples of work for these titles are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification or description. Conversely, all duties performed on the job may not be listed, and some level of responsibility may or may not be expected depending upon the size of the library (institution) and the number of professional and paraprofessional staff working within the institution. Some overlap can be expected, while the education/experience guidelines are guidelines only and can be flexible, and further developed by each library or organization.

Tools used to develop this schematic include:

- ALA's Foundations of Library Service Competencies (Revised July 21, 2008)
- ALA's Communication and Teamwork Competencies (Revised July 27, 2009)
- ALA's Technology Competencies (Revised June 18, 2008)
- ALA's Access Services Competencies (Revised June 18, 2008)
- ALA's Adult Reader's Advisory Competencies (Revised July 27, 2009)
- ALA's Cataloging and Classification Competencies (Revised July 27, 2009)
- ALA's Collection Management Competencies (Revised March 25, 2009)
- ALA's Reference and Information Services Competencies (Revised June 19, 2008)
- Supervision and Management Competencies (Revised June 18, 2008)
- CLA's (Connecticut Library Association's) LTA Competencies (Compiled by the CLA Support Staff Section and endorsed by CLA Executive Board, August 16, 2001)
- State of New Jersey Civil Service Commission job descriptions for library workers (excerpted from assorted titles for positions not requiring an MLS)