

## Job Description

Title: Library Assistant – Programming Services

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Position Overview:

Under the direction of the Programming and Outreach Librarian, the Library Assistant's primary responsibilities are to assist in the programming, outreach, and marketing of Library programs and services. This position also provides services to the public at all service desks throughout the library, and requires evening and weekend hours as part of the regular work schedule. All staff work in a collaborative environment with other staff to complete daily tasks, conduct programs, and coordinate outreach.

## GENERAL RESPONSIBILITIES AND DUTIES OF A LIBRARY ASSISTANT:

- Receive oral or written instruction from Programming and Outreach Librarian, and/or Library Director
- Examine and become familiar with the contents and use of all current and new resources in any format that are available or added to the library collections
- Work with all age groups to support patrons in their search for information, leisure reading, and the use of computers and digital devices
- Assist in the development and maintenance of library collections; including but not limited to shelving, shelf reading, and making recommendations for additions to the Library's collections.
- Assist with maintaining other aspects of the library's collections as needed
- Adhere to the service desk procedures manual
- Follow policies and procedures outlined in the Library Personnel Policy and Procedures
- Assist patrons with access to the Project Lab
- Instruct and supervise in the patron use of Library equipment and materials
- Plan and lead programs for all ages
- Keep accurate records of statistics and queries
- Attends staff meetings, workshops, etc. as required.
- Performs additional duties as assigned.

## PRIMARY RESPONSIBILITIES AND DUTIES OF PROGRAMMING SERVICES

- Prepare and conduct programming that meet the current and future needs of the Library
- Create and maintain displays and art to promote the Library collections and programs
- Support the marketing of the Library through publicity
- Support community outreach throughout the community including but not limited to local business, artists, and organizations
- Assist in the development and maintenance of the Adult collections

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Supervision Received: Receives direct supervision from Programming and Outreach Librarian with general supervision from the Library Director.

Supervision Exercised: Under the direction of Programming and Outreach Librarian and in the absence of same, supervises staff and volunteers assigned to the Adult Service's Department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn and understand both traditional and MARC cataloging formats, Dewey classification, and library processes.
- Understand current trends and development in the field of youth services, library science and online tools.
- Keep accurate records, understand and follow directions.
- Strong oral and written communication skills.
- Communicate courteously, enthusiastically, and effectively with the public and with other staff members.
- Solid general educational background and problem-solving abilities.
- Ability to represent the library at outside meetings.
- Ability to work both collaboratively and independently.

MINIMUM QUALIFICATIONS:

Bachelor's degree required with experience working with children and teens. Experience working in public library setting preferred.

PHYSICAL REQUIREMENTS:

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching, and pushing; travel to other locations.

ACCOMODATIONS:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.