

## Job Description

Title: Library Assistant – Youth Services

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Position Overview:

Under the direction of the Youth Services Programmer ~~Children's Services Librarian, the Part Time~~ Library Assistant's primary responsibilities are to assist in the programming, outreach, and marketing of the Youth Services Department. 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.

~~are to perform responsible and varied clerical/administrative tasks for the Children's Library. These include assisting with selection and processing of library materials, assisting with children's programs, supervising the Children's Library operation in the absence of the Children's Librarian, and assisting patrons in the use of library services and facilities.~~

## GENERAL RESPONSIBILITIES AND DUTIES OF A LIBRARY ASSISTANT:

General Responsibilities:

- Receive oral or written instruction from Youth Services Programmer, and/or Library Director
- ~~Provides prompt and courteous patron service in person and over the telephone; accepts, records and delivers messages accurately.~~
- ~~Familiar with all aspects and functionality of the integrated automated system and performs basic as well as complicated procedures for the assigned department. These include the circulation, online catalog and maintenance module functions.~~
- 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
- ~~Collects and keeps an accurate record of departmental statistics.~~
- ~~Responsible for all departmental opening and closing procedures as assigned.~~
- 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
- ~~Shelves and shelf reads materials as necessary.~~
- ~~Straightens magazines, displays, and collections as needed.~~
- ~~Reports all schedule changes and/or absences (sickness, vacation, etc.) to the Adult Services Librarian, subject to approval by same.~~
- ~~Follows procedures as outlined in the departmental manuals.~~
- Adhere to the service desk procedures manual
- Follow policies and procedures outlined in the Library Personnel Policy and Procedures
- ~~Reads staff notebook at beginning of each shift; initials all correspondence and is responsible for understanding and implementing all procedures contained therein.~~

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- ~~Reads and is familiar with the library's mission and policies.~~
- ~~Meets the minimum competencies set forth as library policy.~~
- 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 YOUTH SERVICES

- ~~Assists Children's Librarian with preparing and conducting story hours and other programs for children.~~
- ~~Evaluates books and/or materials for program use.~~
- ~~Create and disseminate publicity for programs which includes creating fliers in Publisher and in the Constant Contact email program.~~
- ~~Assists with selection of materials for acquisition and withdrawal.~~
- ~~Performs public service duties as required to assist children and adults in using library services and facilities, automated databases, indexes, and other reference materials and equipment.~~
- ~~Assists with cataloging and processing of materials, including data entry and mending.~~
- ~~Serves as Children's Library Computer Point Person.~~
- ~~Responsible for all aspects of the School/Library Summer Reading Program for grades K-5 including maintaining accurate inventory and statistical records, acting as liaison to each school, and attending periodic meetings.~~
- ~~Supervises the Children's Department in the absence of the Children's Librarian.~~
- Prepare and conduct programming for children & teens; including but not limited to early literacy story times, crafts, STEM activities, and book clubs
- Create displays to promote the Library collections and programs
- Support the marketing of Youth Services through publicity
- Support community outreach throughout the community including local schools
- Assist in the development and maintenance of the Youth Services collections
- Maintain an advanced understanding of all collection categories or the Youth Services collections.

Supervision Received: Receives direct supervision from the ~~Children's Services Librarian~~ Youth Services Programmer with general supervision from the Library Director.

Supervision Exercised: Under the direction of the ~~Children's Services Librarian~~, Youth Services Programmer and in the absence of same, supervises staff and volunteers assigned to the ~~Children~~ Youth Service's Department.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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- ~~Understands and follows oral and written instructions.~~
  - ~~Ability to learn and competently execute myriad functions on the integrated automated system.~~
  - ~~Strong knowledge of personal computers and the Internet.~~
  - ~~Strong oral and written communications skills.~~
  - ~~Communicates courteously, enthusiastically and effectively with the public and with other staff members.~~
  - ~~Keeps records accurately.~~
  - ~~Has solid general educational background and possesses problem solving abilities.~~
  - ~~Types with reasonable speed and accuracy.~~
  - ~~Ability to represent the library at outside meetings~~
  - ~~Understands and interprets library rules and regulations.~~
  - ~~Ability to work independently.~~
- 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 some formal computer training, office or library experience strongly preferred. Familiarity with children's services, reference resources in all formats, automated integrated library systems and online searching including the Internet are preferred. Library experience highly desirable.~~

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.

- ~~Ability to lift and/or move materials up to 25 pounds.~~
- ~~Ability to push a loaded book truck, up to 300 pounds.~~
- ~~Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.~~

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- ~~Ability to operate a keyboard at efficient speed and typical business office equipment, including computer hardware.~~
- ~~Regularly required to talk or hear; use hands to operate objects, tools or controls; and reach with hands and arms.~~
- ~~Vision and hearing at or correctable to “normal ranges.”~~
- ~~Occasionally required to attend off-site meetings.~~
- ~~Occasionally exposed to outside weather conditions.~~

ACCOMODATIONS:

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