



## **JOB DESCRIPTION**

**JOB TITLE:** Library Assistant I – Children & Teen Services

**PAY GRADE:** 101

**DEPARTMENT:** Library

**MIN. PAY:** \$15.53 **MAX. PAY:** \$25.88

**FLSA CLASSIFICATION:** Full-time

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Library Director

### **DESCRIPTION SUMMARY:**

The primary responsibility of this position is the coordination and implementation of the library services for children, preschool through 12th grade. The Children and Teen Services Coordinator will have full supervision of the Children/Teen Area and maintain a quiet, safe, productive, and attractive environment.

### **ESSENTIAL JOB FUNCTIONS-Include, but may not be limited to:**

- Reads reviews and selects books, periodicals, and non-print materials for the Children/Teen Department.
- Maintains the Children/Teen collection by regular examination and periodic weeding.
- Planning and presenting weekly story times with themed crafts for preschool children which would include reading to the children, singing and dancing. Some programming may be outdoors and filmed for virtual programming.
- Planning and coordinating the library's 8-week Summer Reading Program for children and teens.
- Works closely with Library Director and planning programs.
- Assist parents and other adults in selecting appropriate Children/Teen materials.
- As his children/parents in use of the library and its resources.
- Conducting library tours for any interested groups/school groups.
- Composes and prepares public relations materials such as news releases, flyers, brochures, etc., obtaining approval from the Library Director before they are printed or put out for the public.
- Plans and conduct special programs for Children/Teens for after school and during the holidays. (Some may be outdoors).

- Maintains statistical records of department use and program attendance.
- Schedules, plans, conducts, and publicizes library activities and programs for Children/Teens.
- Prepares regular reports for Library Director.
- Working at the Circulation Desk as needed. Circulate library materials for patrons. Shelves library materials. Performs related duties as required.
- Cooperates as a team member with all library staff in performing any professional or non-professional duty essential to the achievement of efficient library operations.
- Schedules visits to local schools to promote library activities.
- Uses library provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the Library Director.
- Miscellaneous other duties as assigned by the Library Director.

**MINIMUM QUALIFICATIONS-** (Knowledge, skills, and abilities):

- This position involves working directly with children/teens and their parents/caregivers.
- It is important, therefore, that the person with this title genuinely likes children/teens, is comfortable with them, and enjoys serving them. It is imperative that the person in this position likes and knows children/teen literature to be able to organize and maintain the Library's Children/Teen collections.
- This position would also provide reference and reader's advisory service to children/teens and parents/caregivers.
- Position would develop and implement a wide variety of Children/Teen programs.
- Filming and editing virtual programs.
- This position will also involve some time at the Circulation Desk as well, but not as a primary assignment.
- Above all, the person in this position should present a positive image of the "personality of the library" - making all people feel welcome and accepted at the library, along with being self-motivated.
- Basic Computer literacy including Internet and the Microsoft Office package with an aptitude of learning additional technical skills with on-the-job training.

**CRITICAL SKILLS/EXPERTISE** (Needed for this position specifically):

- Extensive knowledge of current trends and library service to Children/Teens.
- Knowledge of virtual programming.
- Ability to work with adults and children of varied backgrounds.
- Experience with creative play, arts and crafts, storytelling, and children's programming is essential.
- Ability to deal tactfully and courteously with the public and to establish and maintain effective working relationships with coworkers.
- Knowledge of materials for Children/Teens.
- Reading ability - effectively read and understand information in written form, as well as the ability to read to children out loud.
- The ability to comprehend and follow instructions.
- Mathematical ability - calculate fines and copier money and make change.
- Time management skills - set priorities and meet assigned deadlines.
- Ability to keep detailed records and organized materials.
- Communicate effectively in English, verbally and in writing.
- Proficient with a variety of standard computer applications and online searching tools.
- Must be self-motivated and be able to exercise initiative and independent judgment.

**EDUCATION AND EXPERIENCE:**

- Associate's degree from an accredited college plus a minimum of three years of experience in a Public Library Children/Teen room or School Library, or any equivalent of experience/training that provides the required knowledge, skills, and abilities upon approval of the Library Director.
- Minimum of three years' experience working with the public.
- High level of Computer literacy to include the Microsoft package - Excel, Publisher, PowerPoint, and Word a must.
- Familiarity with Internet, search engines, e-mail and popular social media to include Facebook, Twitter, blogging, Instagram, etc.

**PHYSICAL CONDITIONS:**

The individual must be able to perform all essential duties of the position with or without accommodation. The following physical conditions apply.

- See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Acceptable hearing with or without correction.
- Employee is frequently required to use hands to; handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- Must be able to perform standard library tests readily, such as: climb or balance, mobility to stand for long periods at a time, walk, kneel, stoop, sit, reach, and bend to place and remove books from high bookshelves up to 80 inches above floor level to two inches above floor level.
- The ability to move and/or lift materials up to 50 lbs.
- Pushing and pulling objects weighing up to 80 lbs. on a book cart.
- Must be able to work evenings and Saturdays as assigned.
- Mobility, travel to meetings and programs outside the library.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_