



CHILDREN'S SERVICES LIBRARY ASSISTANT

RESPONSIBILITIES OF POSITION:

Under the general direction of the Library Director, this employee performs general duties of Library Assistant while also providing programs, outreach and services for children, teens, families, and the community. Some supervisory work is required for instruction to pages and volunteers.

DUTIES:

1. Desk Duties: This employee is also asked to cover general circulation desk duties on a regular basis and when the need arises. The employee shall be willing to accommodate schedule changes upon request. Other duties as listed elsewhere may be carried out as time permits during desk hours.
 - a. Opening and closing the library
 - b. Checking in and out materials
 - c. Collecting money for fines, copies, printing, fees, and other services
 - d. Pulling holds
 - e. Processing new materials
 - f. Answering simple reference questions and readers advisory questions
 - g. Helping patrons locate materials
 - h. Helping public computer users with simple computer tasks
 - i. Performs other related work as required
2. Programming: This employee develops and conducts a full range of library programs and activities for children, teens, families, and the community under the supervision and director of the Library Director.
 - a. Conducts regular story times
 - b. Conducts class visits from schools
 - c. Plans, implements, and organizes the Summer Reading Program for children, teens, and adults. Hires special performers in conjunction with the summer reading program under the supervision and director of the Library Director
 - d. Coordinates a group of volunteers, both teen and adult, to help with programs
 - e. Develops supply lists need for children's programs and present such requests to the Library Director
 - f. Seeks and procures donations of prizes and rewards for library programs
 - g. Compiles statistics on programs and prepare reports for the Library Director
 - h. Communicates with home school families, teachers, students, parents and community members. Serves as a liaison with the local schools
 - i. Attends Monarch Library System Children's Services meetings
 - j. Prepares marketing materials like ads, signage, posters, displays, and banners
 - k. Creates social media marketing and website updates

SKILLS AND ABILITIES

1. Working knowledge of library methods and procedures
2. Creative ability to perform in front of groups of children and capture attention
3. Knowledge of children's literature for all ages
4. Artistic skills used in creating displays

5. Ability to operate library equipment properly
6. Technical and computer abilities
7. Working knowledge of English grammar and spelling
8. Ability to maintain confidentiality of library patron information

EDUCATION AND EXPERIENCE

1. College degree is preferred. College level coursework in related field is helpful
2. Combination of education and work experience that would meet the needed abilities for the job would be considered
3. Previous library experience encouraged
4. Technological proficiency
5. Experience working with children and youth

PHYSICAL DEMANDS OF THE POSITION

1. Sitting, standing, walking, climbing, and stooping
2. Bending/twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision (20 feet or further); near vision (20 inches or less)
5. Handling: processing, picking up, and shelving books
6. Typing, writing, filing, sorting shelving
7. Lifting and carrying 50 pounds or less
8. Mobility: travel to meetings outside the library

MENTAL REQUIREMENTS OF THE POSITION

1. Reading Ability
2. Communication Skills
3. Ability to comprehend and follow instructions
4. Time Management
5. Mathematical Ability

ENVIRONMENTAL/WORKING CONDITIONS

1. General inside work environment
2. Flexible work hours; some evening and Saturday hours and flexibility to accommodate vacation schedules of other employees
3. Position does entail outreach work

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. It indicates the kinds of tasks and levels of work difficulty required for this position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.