

JOB DESCRIPTION

JOB TITLE: Library Assistant Children's/YA

STATUS: Grade 4, 15 hours, Part time

GENERAL PURPOSE:

Performs professional library functions and administrative work in executing the operations and activities of the Children's and YA sections of the library; all other related work as required.

SUPERVISION RECEIVED:

Head of Children's/YA, Library Department Heads, Library Director

SUPERVISES EXERCISED:

Library volunteers working in the Children's and Young Adult (YA) Department.

DISTINGUISHING CHARACTERISTICS:

Professional, technical, and direct service work relating to the coordination of children's and young adult services at the town library; maintenance and development of various components of the children and young adult collection; performs duties related to the day to day operations of the Children's and Young Adult Departments; all other related work as required.

- Assists Head of Children's/YA with various components of service for children's and young adults.
- Assists all departments in the library as needed.
- Assists with reference work and ILL requests as needed.
- Has access to confidential information concerning patron records and use of library material.
- Attends informational and instructional meetings and workshops as required by work.
- Answers telephone and or email inquiries.
- Assists patrons with the use of library equipment; instructs patrons in the use of the online catalog.
- Has access to confidential information concerning patron records and use of library material.
- Position requires working at least one evening during the week and includes Saturday and Sunday rotation.

ESSENTIAL FUNCTIONS:

Assists in functions related to the day-to-day operations of the children's and young adult rooms (may perform some or all of the following):

- Checks materials in and out at the Children's desk; registers new children and assists in patron record keeping and updates; answers telephone; assists with reserves and overdue materials;
- Assists children with the use of on-line catalog, library databases, and information systems; assists children on book selection through reader advisory techniques.
- Advises children on downloadable materials and devices; troubleshoots problems with library materials and electronic devices.
- Catalog new periodicals to add to collection. Discard old periodicals using age policy.
- Assists in the creation of displays in the Children's and Young Adult Rooms. Operates standard office, library equipment, computers and meeting room equipment.
- Responsible for opening and closing the library facility.
- Takes requests for reserve and interlibrary loan material and forwards to the appropriate department.
- Shelves according to prescribed system; reads shelves to ensure that books are placed in proper spaces; assists with organization of books, assists in evaluating dated, damaged or inappropriate materials; may mend books after proper training.
- Participates in technology updates and training that supports internal library improvement in performance and quality for patrons.
- Responsible for the appearance of the Children's and YA department, including material and bulletin board displays.
- Assists young patrons in the use of the online catalog and other database searches;
- Supervises the use of computers in the Children's Room; provides technical assistance to children.
- Performs similar or related work as required or as situation dictates.

TOOLS AND EQUIPMENT USED:

Phone, personal computer including software applications such as MS Office, (Word, Excel, PowerPoint, and Publisher); other software packages; public computers and databases including online catalog and integrated library system; and any other useful technology tools required to ensure the success of the library. Various

office equipment, which include copy machine, laminate machine, scanner, fax machine, printers, paper cutter, 3 hole punch and other useful tools. Able to operate the audiovisual equipment that is located in the library meeting room and is able to make presentations or train staff. Continues to incorporate tools that are necessary to job.

PHYSICAL DEMAND:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Office environment with constant use of computer and telephone. Lifting associated with filing library material, prolonged periods of standing and sitting. Frequent walking.
- While performing the duties the employee is frequently required to stand, sit, talk and attentive listening. The employee is required to have mobility in order to move about the office and to service the public.
- Specific vision abilities required by this job include close vision, the ability to adjust focus and may spend long periods at a computer monitor.
- May experience regular interruptions to assist library patrons, vendors and other service groups.
- Is able to develop strategies to conduct successful patron interview

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associates Degree or higher, two years of related library work experience; experience in dealing with the public; or any equivalent combination of education and experience. Director may make educational requirements exceptions for Seasonal/Temporary employees.

Knowledge, Skills and Abilities:

- Excellent customer service and communication skills; ability to relate well to the public.
- Working knowledge of library principles and procedures.
- Knowledge of children's literature.
- Knowledge of the Dewey Decimal system.
- Skill in the use of standard office machines.
- Interest in reading and information.
- Ability to work with detail.
- Working knowledge of computer applications, the Internet and databases and library system software.

WORK ENVIRONMENT:

Has frequent contact with children, young adults, the general public, schools, various organizations and human service agencies.

Work is performed under typical office and library conditions. Occasional light to moderate physical effort required in carrying and shelving books, and in performing other typical library functions. Intermittent standing, walking, bending, crouching, reaching, climbing and similar activity as related to library work will be required. Able to listen and communicate well in a busy environment.

OTHER CONSIDERATIONS:

- Submission of an application, rating of education and experience, oral interview and reference check.
- The duties outlined above are intended only as illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.