

Position: Library Assistant
Department: Youth Services
Hours: Part-time, 24 hours weekly – Monday thru Thursday 2:00 p.m.-8:00 p.m.

JOB SUMMARY:

Under the general direction of the Youth Services Manager, and in harmony with the policies of the Library, the Library Assistant will serve as a paraprofessional involving reference assistance to the public, with primary emphasis placed on children 0-18 years of age and their caregivers. This position is also responsible for, but not limited to shelving materials, creating displays and decorations, compiling monthly statistics, conducting various programming and providing library services to various outreach points of service including, but not limited to, the Boys and Girls Club Library.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Two years' work experience in a public contact/similar environment providing excellent service
- Demonstrated experience working with children 0-18 and caretakers
- Knowledge and/or enthusiasm for youth literature and literacy development for children
- Clear/concise communication skills that exhibits professionalism
- Strong computer skills and comfort with evolving technologies. Microsoft Office and Internet usage required.

PREFERRED QUALIFICATIONS:

- Ability to set and meet deadlines/goals, along with strong time management skills
- Good working knowledge of principles and practices of library work
- Prior experience in a library setting

SKILLS:

Ability to successfully interact and communicate with people of all ages, intellectual levels and interests; excellent interpersonal skills; self-motivation; remain focused on tasks despite frequent interruptions; handle money and make change; work at a varied pace within the context of the working conditions; perform with a high level of accuracy independent from supervisor examination; work well within teams, groups, and committees; obtain and maintain a working knowledge of library computer systems and other technologies.

PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observations, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to accomplish assigned duties and to operate a personal computer and related office equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in the context of the assigned duties to include but not be limited to: lifting, moving, carrying up to 20-30 pounds; pushing fully-loaded book carts; pulling; prolonged standing and/or sitting.
- Environmental conditions include those risks normally associated within the context of an office environment and potential exposure to computer and office equipment cleaning chemicals and solutions. The noise level is usually minimal.

**PLEASE COMPLETE AN APPLICATION FOR EMPLOYMENT AT
MORRISSON-REEVES LIBRARY**

80 North Sixth Street, Richmond, Indiana 47374

OR

PLEASE SUBMIT APPLICATION TO

hr@mrlinfo.org

Please include Subject: Youth Services Library Assistant