



POSITION DESCRIPTION

Title: Library Assistant
FLSA: Part-time / Hourly
Grade: Grade II
Department: Youth Services

RELATIONSHIPS

Reports To: Youth Services Manager
Subordinate Staff: None
Other Internal Contacts: Library Staff
External Contacts: General Public

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 Youth Services department items, 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.

JOB DOMAIN

A. Service Desk Duties

1. Provide individual and some group instruction to patrons in the use of the library and its resources.
2. Provide professional library advice and services to members of the public answering reference questions and providing bibliographic instruction in person, via phone, electronic means and by postal mail.
3. Maintain a working knowledge of library services, including applicable policies and procedures, with the ability to interpret them to patrons.
4. Arrange books on carts and shelve books and other materials; check completeness of returned toys, puzzles, audio book kits, and various other items.
5. Check out library materials to patrons.
6. Place holds on items for patrons.
7. Collect credit card payments for fines and fees.
8. Retrieve items for patrons that are located in our closed stacks area.

B. General Duties

1. Prepare and conduct programs for various age groups using a variety of formats.
2. Assist with planning, preparing and displaying department seasonal/monthly decorations in cooperation with others in the department.
3. Compile monthly statistics.
4. Develop, compile, and maintain various bibliographies and reader assistance aids that pertain to the collection.
5. Filing, shelf reading and shelf shifting.
6. Perform clerical tasks to support development and maintenance of collection, including weeding of collection.
7. Clerical tasks associated with daily overdues, materials not on computer and suggestions for materials purchase.
8. Open and close department in accordance with established procedures.
9. Attend general staff and departmental meetings.
10. Prepare for and participate in monthly departmental readers' advisory meetings.
11. Prepare, process and deliver exchange collections to agencies and programs in the MRL service area.

KNOWLEDGE, SKILLS AND ABILITIES

1. **Comprehensive knowledge of** current general public library service, policy, standards, and procedures; and general collection; with **extensive knowledge of** the Youth Services collection.
2. **Ability to** successfully interact with a diverse general public customer base and other library personnel; remain focused on tasks despite frequent interruptions; handle money and make change; work at a varied pace within the context of the working conditions listed below; 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 as they pertain to Youth Services; train patrons in the use and services of the library; work some evenings and weekends; and travel independently.
3. **Proficient skills in** all forms of communication, written and oral; usage of office and communication equipment, especially computers, computer peripheral devices, Microsoft Office software applications and the Internet; prioritization and time management.

WORKING CONDITIONS

The **physical demands and work environment** of this position are typical of an interior/office work environment with limited physical effort required and no or very limited exposure to physical risk.

Essential physical abilities include:

1. Sufficient **clarity of speech and hearing** or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
2. 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.
3. Sufficient **manual dexterity** with or without reasonable accommodation, which permits the employee to shelve books and other materials, operate a personal computer and related office equipment.
4. Sufficient **personal mobility and physical reflexes**, with or without reasonable accommodation, which permits the employee to function in the context of the Library Assistant position to include but not be limited to: lifting, moving, bending, carrying up to 20-30 pounds; prolonged standing and/or sitting; and the capability to travel independently.
5. **Environmental conditions** include those risks normally associated within the context of an office environment and exposure to weather conditions when/if traveling on business and potential exposure to computer and office equipment cleaning chemicals and solutions. The noise level is usually minimal.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. High school diploma or equivalent required.
2. Two years work experience in a public contact position required.
3. Demonstrated experience working with children 0-18 and caretakers
4. Knowledge and/or enthusiasm for youth literature and literacy development for children
5. Strong computer skills and comfort with evolving technologies. Working knowledge of Microsoft Office software and the Internet is required.

PROFICIENCY

1. May take as long as one year to become proficient in this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK, PROJECTS OR DUTIES AS ASSIGNED BY MANAGEMENT.