



POSITION DESCRIPTION

Title:	Library Assistant
FLSA:	Hourly / Non-Exempt
Grade:	Grade III
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 serves as a paraprofessional providing services to our younger patrons and their caregivers. Responsibilities include public service duties at the circulation desk, shelving, shelf reading, and making reading recommendations. This position also provides programming and outreach services, primarily for preschool children, including but not limited to the Boy's and Girl's Club.

JOB DOMAIN

A. Departmental Duties

1. Share in the planning, preparation, and execution of programs for various age groups using a variety of formats.
2. Compile and maintain statistical informational reports specific to Youth Services.
3. Share in the operation and maintenance of the Boys & Girls Club Library.
4. Represent the department and Morrisson-Reeves Library at community events.
5. Create displays targeted for youth.

B. 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 youth services, including applicable policies and procedures, with the ability to explain and enforce them.
4. Arrange books on carts and shelve books; check completeness of returned toys, puzzles, board games, audio kits, and various other Youth Services 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.
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C. General Duties

1. File, shelf read and shift shelves.
2. Perform clerical tasks to support development and maintenance of the collection.
3. All other duties as assigned that uphold the mission and vision of the Library.

KNOWLEDGE, SKILLS AND ABILITIES

1. **Comprehensive knowledge of** current general public library service, policy, standards, and procedures; and general collection; with *cursory knowledge of* book collection; basic software applications and their use; Youth Services Department equipment, including basic maintenance and repair.
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 the Youth Services Department; train customers 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, that 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 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 Senior Library Assistant position to include but not be limited to: lifting, moving, carrying up to 20-30 pounds; prolonged standing and/or sitting;
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

- High school diploma or equivalent
- Computer skills with some experience in Microsoft Office, Google Workspace, email and the Internet
- Some experience working with children, especially in group settings
- Current driver license with good driving record

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.

Human Resources Manager

Date

Employee

Date