

## Library Assistant – Youth

Position Classification: Half Time or Full Time (depending on scheduled hours) Non-Exempt

Reports To: Library Director

Pay Scale: \$11.00 - \$13.00 per hour

### General Position Summary:

The Youth Library Assistant supports and assists the Library Director in providing library services to the community. Specifically, the Youth Library Assistant plans, implements, and evaluates all Youth programming and aids in the selection of youth materials. The Youth Library Assistant also provides circulation and basic reference services.

### Essential Functions/Major Responsibilities:

- Develop considerable knowledge about youth library services and early literacy, and share this knowledge with other library staff.
- Plan, implement, and evaluate regular story times that incorporate early literacy activities for children at a variety of age levels. Storytimes take place in the library and in the community.
- Plan, implement, and evaluate the county-wide Summer Reading Program using the statewide collaborative theme and materials.
- Assist with youth collection development.
- Assist with the promotion of youth programming and materials.
- Follow all library practices and procedures as outlined in library policy and job training.
- Maintain working knowledge of library services, practices, and procedures and be able to explain them to patrons and volunteers.
- Perform circulation and/or registration duties including but not limited to: cash handling, checking materials in and out, issuing library cards, and shelving.
- Assist patrons in the use of computers, photocopier, and other equipment as necessary.
- Answer the phone, responding to inquiries and making referrals as appropriate.
- As in most jobs, the responsibilities of the Youth Library Assistant often depend on his or her training and experience. Therefore, this job description may not

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necessarily include all of the essential functions that may be assigned to this position based on the continuing needs of the organization.

Secondary Functions:

- Under the guidance of the Director provide basic reference service by providing information, interlibrary loans and reserves, and facilitating informational requests concerning other sources of materials.
- Assist with processing of library materials
- Assist with various clerical and secretarial tasks as assigned.

Job Scope:

Performs circulation duties in conjunction with other staff within established parameters. Performs Youth services duties independently with regular supervision. Many decisions are of a routine nature made within prescribed operating policies and procedures, but some decisions must be made independent of these. Responsible for suggesting changes in or new policies and procedures that may positively benefit the library.

Supervisory Responsibility:

Supervises Summer Reading Program volunteers. Assists with supervision of other library volunteers and community service workers.

Interpersonal Contacts:

Has regular contact with others both inside and outside the organization. The most common external contacts are library patrons, but has occasional contact with vendors and donors. Internal and external interactions involve information exchange, problem solving, negotiation, and customer service.

Contacts are made both at the employee's initiative and in response to other, with approximately 85% of the contacts made face to face and 15% over the phone or via email. At least 65% of the contacts are with external patrons, and many of these involve the exchange of private patron information.

Required Skills and Abilities:

- Good interpersonal, communication, and customer service skills.
- Considerable judgment in working with children and youth.
- Considerable ability to understand and follow written and oral instructions.

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- Ability to be organized and flexible.
- Ability to work productively in a collaborative team environment.
- Ability to operate telephones, audio-visual equipment, computers, and various office machines.
- Basic typing/keyboarding skills.
- Ability to read, write, and understand English.
- Physical ability see, hear, and talk with library patrons.
- Physical ability to regularly sit, stand, bend, and stoop or crouch.
- Physical ability to lift and carry up to 35 pounds.
- Visual ability to use close vision and the ability to adjust focus.

Education and/or Experience:

A high school diploma/GED and two years of experience working or volunteering with youth is required. Bilingual English/Spanish skills is a plus. Must have a valid driver's license and be able to pass a criminal background check.

Job Conditions:

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs complex tasks requiring independent knowledge and its application to non-routine situations. Frequent interruptions may occur. The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperatures and electromagnetic radiation as in a computer screen. Some weekend and evening work is required.