

Library Assistant – Youth

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

Reports To: Library Director

Pay Scale: Library Assistant 3

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 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 under the direction of the Library Director. Most circulation tasks are of a routine nature made within prescribed operating policies and procedures, but some decisions must be made independent of these. Regular interruptions may occur. Mistakes or errors may result in poor patron and community relations, inability to locate or use library materials, and/or damage to the facility, all of which can have negative implications for the organization.

Performs youth programming duties independently with minimal supervision under the guidance of the Library Director. Many youth programming decisions are of a routine nature, but some are of a non-routine nature and must be made based on considerable knowledge of youth in Lake County and youth programming in libraries. Complete work in which some judgement in applying parameters is required, self-prioritize. Sometimes navigates complex situations, sometimes produces complex work products. Responsible for suggesting changes in or new policies and procedures that may positively benefit the library. Mistakes or errors may result in poor patron and community relations, lack of attendance at youth programs, all of which can have negative implications for the organization.

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 75% of the contacts are with external patrons, and many of these involve the exchange of private patron information.

Required Skills and Abilities:

- Excellent interpersonal, communication, and customer service skills. Continuous or frequent communication with others in person or over the phone is required for circulation duties.
- Basic office skills including typing/keyboarding, alpha/numeric filing, and arithmetic.
- Basic to intermediate skill with various office software such as Microsoft Word, Microsoft Excel, email, and web browsers.
- Knowledge of or ability to learn Dewey Decimal Classification System and integrated library computer system.
- Knowledge of or ability to learn and apply best practices in summer reading program to our libraries
- Knowledge of or ability to learn and apply best practices in early literacy programs to our libraries
- Considerable ability to understand and follow written and oral instructions.
- Ability to be organized and flexible in an environment with regular changes and interruptions.
- Ability and skills to operate telephones, audio-visual equipment, computers, and various office machines.
- Ability to read, write, and understand English.
- Ability to understand and perform complex routine and non-routine technical tasks.
- Physical ability see, hear, and talk with library patrons.
- Physical ability to frequently sit, stand, engage in repetitive motions of the hands and arms, reach and manipulate objects, bend, and stoop or crouch. Continuous or frequent use of fingers and hands for keyboarding and manipulating objects is required.
- Physical ability to lift and move materials weighing up to 10 pounds on a regular basis and occasionally lift and/or move up to 30 pounds.
- Physical ability to shovel light snow and salt walkways.
- Visual ability to use close vision and the ability to adjust focus.

Education and/or Experience:

A bachelor's degree or 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.

Working Conditions:

Working conditions are a typical library environment for circulation duties, which is generally quiet and physically comfortable with very few hazards or obstacles. May be exposed to dust, some fluctuation in inside temperatures and electromagnetic radiation as in a computer screen. Collection development duties of selection may be performed from home. Some evening and/or weekend work is required. Occasional travel to other district locations is required.

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.