
POSITION DESCRIPTION
GRANVILLE PUBLIC LIBRARY

An Equal Opportunity Employer

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Job Title: LIBRARY ASSISTANT – CHILDREN’S

Departments: Children’s Department

Immediate Supervisors: Children’s Librarian

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Children’s Assistant provides customer service throughout the library that includes: answering reference and directional questions, promoting library programs and services, and assisting patrons with their general use of the library and its resources. This position is also involved with planning and executing library programs and displays and evaluating and selecting materials and services. The Children’s Assistant performs basic collection development/weeding activities and orchestrates library programs as requested.

QUALIFICATIONS:

- High school diploma required. BA degree highly preferred.
- Work experience in a library is highly desirable.
- Work experience providing services to children and/or families is highly desirable.
- One (1) year of paid work experience performing advanced clerical duties in an environment characterized by frequent interruptions while serving the general public, or
- An equivalent combination of education and experience.

PHYSICAL DEMANDS:

Frequent standing, walking, climbing stairs, and lifting or pushing moderate to heavy items (6-20+ pounds).

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

Pay Grade: Non-Exempt [X] Exempt [] Admin. [] Prof. [] Exec. []

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KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Basic library policies and procedures* • Dewey Decimal Classification system* • Library automation systems* • Children's literature • Popular materials and classics (across all ages) • Child development and needs • Library programming and services* • Electronic and Internet resources* • Available community resources* • Reference procedures and services* • Common office equipment including personal computers, photocopying machines, multi-line telephone system • Computer software such as word processing programs • E-readers and tablets 	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with supervisor, staff, and the public • Interact and respond appropriately to patrons of all ages • Present a positive and professional image to the public • Retrieve and manipulate data via computer • Operate personal computer and word processing software • Keyboard/terminal - extended time • Deal with difficult situations effectively • Work flexible hours including weekends and evenings • Work independently • Work in an open environment with frequent interruptions • Work on multiple tasks simultaneously • Communicate effectively in written and oral form • Develop and implement programs

* May be acquired within a reasonable time after hire

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position. Incumbents may perform any or all of the listed tasks. The percentage of time allocated to each group of duties is approximate.)
50-75%	<p>PUBLIC SERVICE</p> <ul style="list-style-type: none"> * Answers telephones and greets in-person patrons * Provides reference and reader's advisory services to patrons, referring complex requests to appropriate managers * Promotes library programs and services to patrons and is an advocate for the library * Locates library materials for patrons and requests items from other libraries when necessary * Provides directional assistance * Assists patrons in using library copiers, computers, printers, and other technology/equipment

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- * Provides training in the use of digital content (e-books, digital audio, etc.) and associated equipment
- * Monitors patron usage of library facilities and takes a proactive approach in preventing disruptive or unsafe behavior or conditions
- * Staffs service desks throughout the library as assigned or as needed

20-40%

PROGRAMMING/COLLECTION DEVELOPMENT

- * Assists with the preparation for programs and displays
- * Assists with the planning and evaluation of program offerings and displays
- * Performs programs in absence of manager or as assigned
- * Performs collection development activities for assigned areas of collection
- * Weeds assigned area(s) of collection
- * Conducts inventories of materials, equipment, and/or supplies

5-10%

MISCELLANEOUS

- * Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and other training sessions
- * Attends meetings and serves on temporary committees as requested
- * Creates booklists to promote collections as directed
- * Maintains supplies for patrons and staff
- * Compiles, copies, sorts, and files records and documents as required
- * Operates office machines such as photocopiers, voice mail systems, personal computers, fax machines, etc.
- * Performs library opening and closing routines according to procedure
- * Ensures the security of building at closing time
- * Reports building maintenance problems to janitor or manager
- * Reports equipment problems to manager
- * Maintains the organization and orderliness of library collections
- * Sorts, shelves, and cleans books, book shelves, and other materials
- * Reads spine labels ("shelf reads") to identify misplaced items
- * Performs additional duties and assignments as required

 Employee Signature

Date