

## **Library Assistant – Children’s Department**

Pay Grade: Rate as scheduled

Hours: Part time  
May include evening and weekend hours

Department: Children’s Department

Job Mission: To perform circulation, reference, and programming

### **Job Requirements:**

1. Be at least eighteen years of age and be a high school graduate with at least some college credits/degree
2. Strong written and oral communication skills with knowledge of various communications styles
3. Ability to physically move stacks of reading and/or audio-visual materials
4. Ability to work with children from toddlers through high school age as well as work with parents and guardians
5. Ability to perform routine and assigned duties while under either direct or indirect supervision
6. Ability to work with computer software such as Microsoft Office products and other similar programs and to use hardware such as cameras, scanners, copiers, computers, etc.
7. Ability to work with general children’s reading and audio-visual materials
8. Ability to perform routine and assigned duties while being under indirect supervision and/or while working alone
9. Ability to supervise other staff as needed
10. Ability to work weekends and evenings as assigned
11. Possess exceptional organizational skills and be detail oriented
12. Broad knowledge of the library’s patron demographics and ability to show respect and sensitivity for cultural differences; convey an interest in diverse backgrounds and perspectives
13. Superior customer service skills

### **Job Description:**

1. Perform basic circulation activities (checking materials in and out, processing new card requests, collecting lost book fees, etc.)
2. Perform general reference activities in-person, over the phone and through electronic means
3. Assist in providing answers for directional questions
4. Assist with maintaining materials in proper order on the shelves (read the shelves) and maintain the condition of the shelves (dust/clean, straighten, etc.)
5. Assist with material processing for circulation
6. Provide training for staff or patrons on the usage of library resources as needed
7. Assist with children’s collections maintenance

8. Assist with development, promotion, and execution of pertinent library programming and services to meet the informational, educational and recreational needs of children
9. Assist in maintaining patron behavior
10. Keep library building neat and in good order, including but not limited to dusting, cleaning computers, wiping down tables, sweeping, and emptying trash cans
11. Assists with departmental opening and closing duties
12. Perform other committee, departmental and Library duties as assigned by the Director

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