

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
BARGAINING UNIT POSITION**

JOB CLASSIFICATION: Children's Associate

REPORTS TO: Children's Librarian

GRADE: 9

POSITION SUMMARY: Responsible for providing reference and reader's advisory services to children and other age groups and shares responsibility for children's programming while providing a high level of customer service.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Meets and exceeds customer expectations by competent, attentive, friendly and professional customer service
- Provides reference and reader's advisory services to all age groups with emphasis on children
- Helps staff and patrons in the use of Library resources
- Participates in collection development and maintenance
- Presents programs in-house and in the community
- Assists in working with local schools and organizations to provide services, programs and activities to children
- Promotes the Library in the community by attending or participating in appropriate civic, school, and community activities as requested
- Provides tours of the library
- Compiles bibliographies, brochures, statistics, reports, and webpage content as requested
- Assists with meeting room use
- Assists in maintaining appearance and cleanliness of the library
- Assists in implementing the children's summer reading program
- Assists with other library summer reading programs
- Creates displays
- Delivers Home Delivery materials as required
- Attends workshops, conferences and meetings
- May act as person in charge
- Performs other duties as deemed appropriate by Management, including Circulation Support Staff and Page duties

QUALIFICATIONS:

- Bachelor's degree
- Experience working with groups of children
- Prior customer service and computer experience in a library setting preferred

KNOWLEDGE, SKILLS, ABILITIES:

- Ability and willingness to learn and perform routine library procedures
- Ability to follow direction
- Ability to effectively share knowledge with staff and/or public
- Diversified reading interests along with knowledge of books and authors, with emphasis on children's materials
- Proficiency using personal computers, including research databases, search engines and software, with an emphasis on children's resources
- Excellent communication and interpersonal skills, especially with children and caregivers
- Comfortable being in charge of the building in the absence of management
- Ability to learn and tactfully apply Library policies and procedures
- Must have good organizational skills and be able to meet deadlines
- Ability to work days, evenings, and weekends as required

EQUIPMENT AND EFFORT REQUIRED:

- Must have a reliable means of transportation to fulfill duties of the job
- Ability and manual dexterity to perform repetitive tasks, operate office, storytelling and audio visual equipment, and process library materials
- Ability to move items and materials up to 30 pounds in weight
- Prolonged periods of sitting, standing, walking, bending, stooping, and/or lifting may be required

I have read this job description and discussed it with my Supervisor.

Employee's Signature

Date

Manager's Signature

Date