

POSITION DESCRIPTION

CLASSIFICATION TITLE: Children Services Assistant

EMPLOYMENT STATUS: Part-Time
FLSA STATUS: Non-exempt

REPORTS TO: Head of Youth Services
PAY GRADE:

DISTINGUISHING JOB CHARACTERISTICS

Supports youth programming by providing direct services, assistance and support to youth and adults seeking youth library resources, including parents and teachers. Performs clerical and technical duties for youth operations. Works under the direction of the Head of Youth Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act in accordance with its requirements.

Ensures excellent customer service at circulation desk by friendly greetings and helping library patrons. Checks books and other materials in and out. Reserves requested materials. Removes books and other materials on hold.

Registers new patrons and issues new and replacement cards. Completes and inputs patron information into computer system. Types and files new and adjusted registration applications. Informs patrons of policies by providing instruction on lending and patron obligations and privileges.

Assist patrons by locating materials, answering basic reference questions, and providing directions. Utilizes print and digital resources.

Responds to patron complaints, assesses the problem, and resolves to the patron's satisfaction within policy guidelines and scope of authority.

Helps patrons to complete application forms including voter registration and Golden Buckeye cards.

Assists patrons with library equipment including fax machine and copier.

Checks for damaged or missing items.

Collects fines and fees and issues a receipt when necessary.

Answer the telephone to provide general information and answer routine inquiries. Transfers calls to requested parties and takes accurate messages.

Maintains confidentiality of circulation records, patron files and other sensitive subject matter.

Increases and maintains knowledge by reading professional publications, journals and other documents and participating in continuing education opportunities.

Works assigned schedule and exhibits regular and predictable attendance. Works extra hours when available. Clocks in when ready to work.

Verifies overdue items by verifying patron records and searching shelves for misplaced items.

Knows about and promotes library programs including all programs in monthly newsletter, 1,000 Books Before Kindergarten, and Dolly Parton's Imagination Library of Ohio.

Prepares books for circulation by wrapping and stamping items for shelving.

Reads shelves

Prepares new welcome packets for distribution.

Performs shelving duties.

Prepares magazines for circulation.

Packs and unpacks cargo.

Knowledgeable about safety and emergency procedures and applies them when necessary

Assists all patrons by providing help with library equipment and services including Internet and online catalog.

Completes cybersecurity training as assigned.

Performs other duties as assigned.

CHILDREN'S ASSISTANT DUTIES

Represents library by implementing presentations and programs within the library, community groups, schools and others as requested. Provides seasonal and appropriate age programming such as afterschool programs, story times, book talks, Summer Learning Program, Battle of the Books, Story Walk, and after school teen desk supervision that caters to the needs of youth and families from a wide range of socioeconomic backgrounds and circumstances, and that meets the goals and objectives of the library's strategic plan, as determined by the Head of Youth Services and Director.

Assists in preparation of presentations by recommending topics and speakers, soliciting volunteers, and registering participants. Sets up room by arranging refreshments, organizing chairs and tables and obtaining materials for crafts and games. Maintains responsibility for cleaning room after room use.

Serves the public seeking children's materials and services by answering patron reference questions through use of print and electronic resources. Obtains age-appropriate materials for children's school assignments and directs patrons to appropriate areas of library.

Reads review sources to recommend additions to youth collections and keeps collection current.

Presents entertaining displays in youth area by planning and creating displays, making and selecting decorations and developing bulletin boards and displays.

Aids in maintaining an organized collection of youth department supplies and resources.
Aids in maintaining an organized collection of materials for checkout through weeding.

Looks for and represents the library at information fairs, community events, and other outside occasions as needed.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; laminator; television; compact disc player; paper cutter; OPAC; Ellison machine; telephone; fax machine; copier; bluetooth speakers, audio assistant, and other general office equipment. Willing to learn new technology as it is introduced in the library.

CONTACTS WITH OTHERS

General public; patrons; vendors; speakers; volunteers; community groups. Vendors; speakers; and school employees if Head of Youth Services is unavailable.

WORKING CONDITIONS

Normal library working conditions. Employee is occasionally exposed to minor cuts as typical in a library. The employee occasionally works in high, precarious places when using stools or stepladders. The employee is occasionally exposed to risk of electrical shock when using extension cords for presentations. Employee is regularly exposed to inclement weather and road conditions when traveling to program sites.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the library, employee and/or applicant identify where reasonable accommodation may need to be considered.

While performing duties of this job, the employee regularly sits and stands for extended periods of time, and occasionally walks. The employee regularly exhibits digital dexterity and eye-hand coordination when operating a computer and performing other tasks. Vision demands include close, relatively detailed vision when using a computer screen. The employee frequently converses verbally with others in person and by telephone. The employee frequently uses and reaches with hands and arms. Employee occasionally climbs, balances, stoops, kneels or crouches to obtain library books and other materials. Employee occasionally lifts varying weights up to 50 pounds when moving tables, chairs, boxes, equipment or supplies.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of library science; standard library practices, theories and principles; Dewey Decimal System; public relations; children's literature and programming; child development theories; computer software, programs and applications.

Ability to relate well with children of varying economic and social backgrounds; exhibit a broad reading background; maintain and promote good public relations as library representative; establish and maintain effective working relationships with associates, supervisors, patrons, parents, teachers, public and job contacts; exhibit flexibility in work schedule and job tasks; maintain confidentiality of non-public and sensitive subject matter.

Skill in verbal and written communication; operating general office equipment; maintaining good public relations; general typing; application of job software programs; meeting needs of patrons and public; filing documents in alphabetical, numerical, chronological and subject order.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum qualifications for this position are an Associate's Degree in a closely related field with 1 to 3 years progressively responsible experience working with children in a professional environment or 3 to 5 years progressively responsible experience working with children in a professional environment. The selected candidate will be required to pass a criminal history background check and/or fingerprinting.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License or demonstrable ability to gain access to worksite.
Willing to work towards OLC Certification as Public Librarian or Public Library Staff
Willing to become certified in CPR and first aid with library provided training

This job description does not state or imply that these are the only duties & responsibilities to be performed by the employee, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

Library Director

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform the duties & requirements specified in this job description.

Employee

____/____/____
Date