

JOB TITLE: LIBRARY ASSISTANT I - CHILDREN'S SERVICES

ACCOUNTABILITY: Under the direction of the Library Director, Assistant Library Director and Library Assistant II respectively and in accordance with City Code.

JOB SUMMARY: Under general supervision, performs clerical and technical library services in circulation, reference and children's areas; supervises Library Clerks when necessary. Special emphasis is placed on children's services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Specialized duties: develops, promotes, and conducts regular programs and special events for children of all ages throughout the year; visits daycares, schools, etc., to promote library use; facilitates field trips and tours; contributes content for children's section of library web page; oversees and promotes Leading to Reading postcard program; promotes and takes part in appropriate discussion groups; creates book displays for children of all ages; takes part in Golden Sower reading group; leads youth advisory group; recommends children's titles for acquisition using Children's Catalog and other professionally recognized sources; completes state evaluation of children's services; writes grants for expanding children's resources and services; offers parenting programs as appropriate; coordinates efforts with schools and with other community groups working to address concerns of youth.

Clerical: Creates patron and material barcodes as needed, inventories library materials; checks for overdues.

Technical/Computing Services: processes new materials of all types; mends all types of materials; enters new materials on OCLC and/or on in-house system, receives and responds to e-mail from patrons and staff members; creates spine labels.

Circulation: Starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prints and checks overdues; collects fines.

Public Service: Assists patrons in-house and over the phone; assists public with computers; assists with reference work using print and electronic resources; offers reader's advisory services; participates in special projects, schedules meeting room use.

Personnel/Training: Creates targets for performance evaluation as per City policy; semi-annually reviews City and Library Board policy; records hours worked, tallies time sheets; attends staff meetings and in-service sessions; attends workshops and classes to maintain state certification if applicable, participates in library planning as requested.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Clerical: Shelves all types of materials; shelf-reads and straightens; delivers mail, agendas etc.

Public Service: Recommends titles for consideration; calls patrons for holds, overdue notices, and other messages; creates and implements programs for adults; operates delivery and outreach programs.

Miscellaneous: Completes light cleaning duties (dusting, trash, etc.); duties of Library Clerk not listed here; other duties as assigned.

SKILLS AND ABILITIES:

Physical Requirements: ability to lift up to 40 pounds, ability to use step stools, to stoop or kneel; ability to use phone and computers, ability to use microfilm reader, cash register, calculator, etc.

Knowledge: somewhat familiar with standard library practices, and organization reference tools.

Skills: Skills: two to three years of experience with various computer programs and functions; ability to work well with the public; ability to supervise other staff members when necessary; ability to learn, to follow directions, to work with or without supervision; ability to keyboard accurately at 40 wpm.; ability to communicate clearly in writing or orally.

Availability: ability to work weekend and/or evening hours regularly up to 40 per week; ability to substitute for others when necessary.

EXPERIENCE AND TRAINING:

Graduation from High School plus two years library clerical experience or any equivalent combination of training and experience. Experience working with children in an educational setting preferred.

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