**Job Title:** Children’s Library Assistant **Starting Salary: $**13.26/hr.

**Proposed Schedule:** 8:30 - 12:30 T&W, and every 3rd weekend, 10 - 22 hours per week

**Immediate Supervisor:** Children’s Librarian **Supervises:** N/A

**GENERAL SUMMARY OF RESPONSIBILITIES:**

This is and entry level customer service position responsible for ensuring proper circulation of materials and registration of library customers and provides assistance to library customers. Responsible to support goals and objectives of the Library. Supports organizational mission, goals, and values. Responsible for participating as a team member and supporting library board policies and long-range goals.

**SPECIFIC RESPONSIBILITIES:**

* Provides assistance to patron at the circulation desk processing materials, issuing cards, verifying circulation information, and taking cards upstairs to be filed.
* Assists patron in locating materials, copying, computer work, etc, answers simple reference questions, and refers customers to reference librarians.
* Answers telephone and provides information and assists customers by phone.
* Collects fines for lost and damaged materials and reconciles records.
* Ensures materials on shelves are in the proper order in a timely manner.
* Plans and executes one story time per week.
* Creates and maintains a book display.
* Ensures there are proper supplies for the operation of the children’s library.
* Communicates with other staff members and functions as a team player.
* Maintains positive communication and rapport with staff, customers, and external organizations.
* Performs opening and closing duties.
* Performs other duties assigned by supervisor.

**MARGINAL RESPONSIBILITIES:**

Performs other duties as directed or as the situation dictates.

**POSITION QUALIFICATIONS (Knowledge, Skills, and Abilities)**

* Ability to learn to utilize computers and software applications as they pertain to library systems.
* Ability to learn to perform input and retrieval functions utilizing a variety of computer programs and software.
* Ability to learn departmental responsibilities and ability to use independent judgment in the performance of duties.
* Ability to learn the library collection classification system, circulation, and reference methods.
* Ability to plan and organize a personal work schedule, set priorities, and meet deadlines.
* Ability to perform job duties efficiently while managing frequent interruptions.
* Ability to understand and communicate with children of all ages.
* Ability to plan and execute story times.
* Ability to understand and follow both oral and written instructions.
* Ability to communicate effectively, verbally and in writing, in English.
* Ability to establish and maintain effective working relationships with the general public, community groups, local businesses, other employees, other governmental agencies and municipal officials.
* Must possess a valid driver’s license at the time of hire.
* Must be at least eighteen (18) years of age at the time of hire

**ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:**  
Work is generally performed indoors in an office setting and requires routine bending, lifting, and carrying office supplies, library books, and other materials. The incumbent is required to frequently sit for extended periods of time, talk, hear and must have the ability to transport themselves to and from various locations within the city library. Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually quiet or moderate, but may be intense depending upon the scheduled activity. Work requires extensive interaction with the general public and may be stressful when dealing with citizens and/or meeting deadlines.