

ST. JOSEPH PUBLIC LIBRARY

JOB DESCRIPTION

POSITION: Part-time Library Assistant or Student Assistant – Children’s Services

HOURLY RATE: \$13.53 (No Degree); \$14.88 (with Degree)

LOCATION: East Hills Library

JOB STATUS: Part-time, 19 hours per week, includes evenings and weekends,
Nonexempt

GENERAL STATEMENT OF DUTIES:

Reports to Children’s Services Manager. Frequent interaction with the public, children, and families. Performs clerical duties and support services as assigned; does related work and special projects as required. This job includes both work of a routine, repetitive nature for which there are clearly prescribed procedures and new situations and problems for which no precedents have been set. Branch managers or senior staff members are usually available for consultation, but on occasion certain people in this class may be in charge during their absence. Persons in this class may also have charge of special programs or projects. Must be available to work weekday mornings and afternoons and a minimum of one Saturday per month.

ESSENTIAL FUNCTIONS:

- Provides exemplary customer service;
- Interacts staff and patrons of all ages with patience and kindness;
- Assists other staff members when needed and contributes in a positive way to team morale;
- Gives information, reference service and readers’ advisory service to the public in-person, by phone, and email;
- Gains a thorough knowledge of the Children’s collection, including current series;
- Performs circulation desk duties as required (checks out materials, places holds, requests interlibrary loans, etc.);
- Assists patrons with library technology;
- Assists in the development and implementation of community events;
- Regularly assists with juvenile and teen programming, occasional adult programming;
- Ability to independently represent the library during community meetings, public speaking events, library tours, and programs as needed;
- Types and prints labels, covers books and performs other processing duties as assigned;
- Creates flyers, signage, displays, and handouts for children’s and teen programs;
- Keeps statistics;
- Handles clerical duties such as those relating to filing, shelving, and inventory;
- Assists with the maintenance and weeding of the children’s collection;
- Reviews basic cataloging entries and materials records for accuracy;

- Has charge of special project(s), service(s), or collection(s);
- Participates in workshops, webinars, and other continuing education opportunities;
- Trains in other duties and departments to assist others when needed;
- Makes material recommendations to selectors;
- Light housekeeping as needed in the building or grounds;
- Ability to prioritize multiple tasks effectively;
- Routine lifting up to 40 lbs., bending, squatting, and reaching from floor level to 6 feet in height;
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled with technology and computers.
- This position is best suited for someone with an outgoing and friendly disposition.
- Must enjoy working with children.
- Has a basic understanding of library objectives, functions, procedures, and techniques;
- Learns and retain procedures related to the operation of an automated integrated system;
- Handles clerical functions with a high degree of accuracy and efficiency;
- Able to think analytically, to plan and to organize;
- Understands and carries out complex directions;
- Establishes and maintains effective and efficient relationships with library staff at several levels;
- Interacts with the public and other staff members in a consistently tactful and courteous manner;
- Exercises initiative and independent judgment;
- Good communication skills;
- Willing to pursue continuing education, explore trends and attend workshops;
- Functions effectively in dynamic situations;
- Able to work afternoons, evenings, and a minimum of one Saturday per month.
- Candidates familiar with children's literature or early childhood education a plus.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Completion of high school or equivalent; enrollment in college; one year of library experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.