

JOB TITLE: Children's Services Assistant (Part - time)

STATUS: (Fair labor Standards Act): _____ Exempt Non-Exempt

SUMMARY DESCRIPTION: Under the administration of the Library Director and the supervision of the Head of Children Services. Responsible for providing reference, programming and readers advisory for patrons, primarily children and their caregivers.

DUTIES AND RESPONSIBILITIES:

Provides reader's advisory and reference services for children and adults
Provides instructions on computer use and library use to individuals and groups
Creates and presents preschool story time, reading clubs, and others programs as assigned
Issues library cards and orients new users to the library's services and policies
Works with classes and other groups that visit the library; processes teacher requests
Promotes outreach by visiting day care centers, preschools and elementary schools; participates in open houses
Prepares book displays and related bibliographies
May assist with collection development in assigned areas
Exercises good judgment in consulting/referring questions to librarians or other departments
Maintains an awareness of library activities
Promotes the library by using good public relations practices
Maintains the overall appearance of the department
Attends meetings and workshops; participates on staff committees
Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library practices, procedures and technologies
Knowledge of children's literature
Knowledge of child development
Ability to work and communicate effectively with the public, especially children, and staff
Ability to show initiative and solve problems
Ability to follow directions, work independently and complete assignments
Ability to use computer, keyboard, mouse and telephone
Ability to use MS Office software, email and internet
Ability to communicate effectively both orally and in writing

PHYSICAL ABILITIES

Able to safely lift up to 25 lbs
Ability to push, or pull a loaded book cart
Ability to stand for long periods of time and move around the library
Ability to kneel, stoop, bend and stretch in order to reach materials
Ability to see and hear

MINIMUM QUALIFICATIONS:

Bachelors Degree or degree in progress with coursework in child development
1 year work experience with children; previous library experience preferred
Available to work a varied schedule as library needs dictate, including days, evenings and weekends
Must have access to a vehicle for outreach assignments and meetings