

Job Description

Job Title: Youth Services Librarian Assistant

Reports To: Director & Library Assistant I

FLSA Status: Non-Exempt

Summary: Provide engaging and educational support to children and teens within the library. Assist young patrons, organize youth programming, maintain library collections, and promote literacy initiatives through community outreach. Compile records, and sort, shelve, issue, and receive library materials such as books, electronic media, and games. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials. Answers phone, assists patrons, and makes copies.

Duties and Responsibilities include the following. Other duties may be assigned.

Essential Functions:

1. Order and process library materials for circulation
 - a) Stay current on emerging publishing trends for children's and teen materials, and participate in selection of materials with Library Assistant I
 - b) Coordinate the processing and cataloging of children's and teen materials with Library Assistants I and II
2. Perform children and teen services
 - a) Suggest age-appropriate books or subject areas, etc. to children, teens, and guardians
 - b) Plan and promote programs for children, teens, and guardians on a regular basis
 - c) Involve children and teens in planning and implementing programs and services for their age group when possible
 - d) Maintain online resources for children, teens, guardians, and teachers on the library website
 - e) Stay current on emerging trends in library programs and services for children and teens
3. Perform outreach
 - a) Contact local schools and other organizations that serve children and teens, and work jointly with them on services and programs when possible
 - b) Work as a liaison with local schools to encourage children and teens to use the library, making school visits as necessary
 - c) Maintains file of homework assignments and keeps staff members informed about current reference assignment
4. Assist patrons
 - a) Explain online card catalog, library website, databases, etc. and how to use them
 - b) Explain different areas of the library and where items are located
 - c) Help with reference and computer questions as time allows

5. Circulation desk duties

- a) Answer routine questions by phone, in person or online
- b) Issue patron cards
- c) Check library materials in and out
- d) Check condition of materials turned in and perform basic mending as necessary
- e) Make copies, scan items, and send faxes; accept and record monies received for fees, fines, etc.
- f) Monitor patron computer usage
- g) Maintain hold items and contact patrons when holds are available
- h) Request Interlibrary Loan materials as necessary

6. Maintain library appearance

- a) Straighten all assigned areas at end of shift
- b) Read shelves in assigned area on a regular basis for the purpose of keeping materials in correct order
- c) Pull worn items in assigned area to be considered for discard or replacement
- d) Assist with weeding as assigned
- e) Assist in creating displays for the purpose of promoting library materials and resources

Other Functions:

- a) Ensure that library policies regarding confidentiality, computer usage, internet access, record keeping, etc. are followed
- b) Ensure that customer service issues are resolved in a timely and courteous manner, following library policies as necessary
- c) Attend work on a regular and dependable basis
- d) Help with and promote library programs as needed
- e) Attend work on a regular and dependable basis
- f) Participate in professional organizations, in-service trainings, conferences, workshops, and seminars as appropriate
- g) Apply for grants and form community partnerships that support library services and programs as necessary and applicable

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

To Preform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills, Knowledge and Abilities:

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the

functions of the job include accurate data entry, typing skills, and experience with computers, copiers, scanners, fax machines and mobile devices. Must be dependable, highly organized and have a strong sense of responsibility. Must work well with children. Ability to bend, stoop and reach above the head, either from floor or on stepstool. Ability to lift 50 pounds.

KNOWLEDGE is required to perform basic math, read and follow instructions, and understand written and oral directions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include thorough knowledge of the library's Integrated Library System (Koha) and the use of the library's OPAC. Knowledge of Microsoft Office with particular emphasis on Word, Excel, and Publisher is required. Experience with website management and social media applications, and an understanding of the Dewey Decimal System are desired.

ABILITY is required to work with a wide diversity of individuals, work with a variety of data, and utilize job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include the ability to understand and perform library procedures, to deal tactfully and diplomatically with staff and public, and to communicate effectively with supervisor, other staff and public both verbally and in writing.

Responsibility

Responsibilities include working under direct supervision using standardized procedures, providing information and/or advising others and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a significant opportunity to impact the organization's services.

Experience

- Job related experience is desired.
- Education High School diploma or equivalent.
- Equivalency Some college desirable.
- Certificates & Licenses: Valid driver's license.

Physical Demands:

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, and/or crouching; and significant fine finger dexterity. Must be able to manipulate stacks of books and similar materials weighing up to 50 pounds. Ability to lift books to shelves above head and bend to place books on shelves near the floor.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the time, this employee will be working in a library setting. The employee occasionally will work in outdoor weather conditions for community events. The noise level in the work environment is generally quiet to moderate noise.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I understand and agree to the duties and expectations of my role as outlined in this job description.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Representative Name	Representative Signature	Date

Last Updated: April 2025