

Job Title: Children's Library Assistant P/T

FLSA Status: Non-Exempt

Supervisor's Title: Head of Youth Services

Current Incumbent: N/A

Full time position Y/N: No

Hours (if not full time): 18-20

General Summary:

This is a position responsible for delivery of friendly, high-quality service to the public and other staff members in a public library setting.

The P/T Children's Library Assistant is responsible in conjunction with the Head of Youth Services for planning and implementing some story times, craft programs and other special programs. They interact with library patrons and assists with information and reader's advisory service.

In conjunction with the Children's Library staff, they implement a program of services and programs designed to serve children from pre-school through grade eight. The goals of these services include fostering literacy, encouraging reading for enrichment and pleasure, providing materials to support school assignments and teaching the use of the public library as a lifelong resource. The work requires initiative and independent judgment.

Work is performed in keeping with the objectives, policies and established procedures of the Nesmith Library.

Requires some nights and weekend hours on a rotating schedule.

Essential Duties and Responsibilities:

- Promotes and maintains high standard of public relations.
- Enforces Nesmith Library policy and procedures.
- Helps Head of Youth Services select materials for juvenile patrons (preschool through 8th grade age appropriate) including print and non-print items.
- Plans and executes at least one storytime and children's activities with support from the Head of Youth Services.
- Responsible for a variety of diversified activity including: preparing reading lists; providing reference aide; creating and maintaining book displays; and decorating the children's room.
- Attends meetings and training seminars as required.
- Performs related duties as assigned or as the situation dictates.

- Works at the Children's desk, has one weekly 2 hour circulation desk shift and substitutes when needed.
- Other duties as required.

Required Knowledge, Skills, and Abilities:

- Ability to familiarize themselves with Nesmith Library policies, practices, goals and objectives.
- Thorough knowledge of current library principles and practices.
- Knowledge of and ability to use reference tools, classification, circulation, and juvenile books and materials.
- Thorough knowledge of (or willingness to learn) children's interest and reading levels, and of books and authors.
- Strong technology skills, including proficiency with computer software, and office equipment. This includes library related technology.
- Knowledge of procedures and skills applicable to children's library services such as storytelling.
- Ability to establish and maintain effective working relationships with associates, community groups and the general public.
- Ability to deal pleasantly, tactfully and efficiently with people of all ages and temperaments.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Ability to follow oral and written instructions.

Education and Experience:

Bachelor's degree.

A concentration in elementary education is preferred.

Previous library work experience with children preferred.

Other combinations of education and work experience may be considered.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling:				X
Lifting/Pulling/Pushing:				X
Coordinated movement of fingers and hands: Must be able to write, type, and use phone system.				X

Working Conditions:

- Position requires ability to see, read and understand titles, call numbers and dates; sort accurately by alphabetical, numerical, chronological or Dewey Decimal order; reach up or down to shelf materials; manipulate library materials up to 15 pounds; carry/lift bags of library materials up to 40 pounds; grip library materials; and manipulate loaded book carts weighing up to 300 pounds.
- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Position requires keyboarding skills and extensive use of a computer.
- Normal office exposure to noise, stress and disruptions

Required Signature:

(Erin Matlin, Library Director)

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Last Modified:

Job Description Approved by N.L. Personnel Committee 8 / 1 1 / 2 0 2 6