

Nesmith Library
8 Fellows Road
Windham, NH 03087

www.nesmithlibrary.org

Phone: 603.432.7154 Fax: 603.537.0097

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): 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 for assisting in planning and implementing some story times, craft programs and other special programs. S/he interacts with library patrons, and assists with information and reader's advisory service.

In conjunction with the Youth Services staff, s/he implements a program of services and programs designed to serve children from pre-school through grade twelve. 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 select materials for juvenile patrons (preschool through 12th grade age appropriate) including print and non-print items.
- Assists in planning and executing a schedule of story hours and related activities intended to attract children to the library and stimulate their interest in reading.
- Responsible for a variety of diversified activity including: suggesting books and materials for purchase; prepares reading lists; provides reference aide, create and

maintain book displays.

- Provides assistance to the public with reader's advisory services and instruction in the use of the automated catalog and other information resources such as the Internet.
- Attends meetings, training seminars as required.
- Performs related duties as assigned or as the situation dictates.
- Fills in, as required, on the circulation desk.
- Other duties as required.

Required Knowledge, Skills, and Abilities:

- Knowledge of 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.
- Working knowledge of current electronic media and social media tools.
- Knowledge of and ability to use Microsoft Word and Excel applications, or equivalent software applications.
- Knowledge of procedures and skills applicable to children's library services such as storytelling.
- Ability to establish and maintain effective working relationships with associates, subordinates, 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.

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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 over carpeted floors.
- 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:

(Sylvie Brikiatis, 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: December 17, 2019

Job Description Approved by N.L. Personnel Committee _____