



Job Title: Children/Teens Svcs Library Asst. **Department:** Children and Teens Services-CaTS

Reports to: Manager, Children and Teens Services (CaTS) **FLSA:** Grade 4 Non-Exempt

Status: Full Time

POSITION SUMMARY-

The position responsible is for the delivery of library services to children, teens, and their caregivers, while acting in accordance with the company values, vision, and mission.

ESSENTIAL JOB FUNCTIONS-

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions listed below:

- Staff public service desks in the CaTS department
- Provide reader advisory services to children and teens based on age, reading level, and interest
- Plan, recommend and implement educational and entertainment programs
- Outreach at various community events, agencies, and schools to encourage joint programming, and greater learning opportunities
- Provide support for other departments

Other Job Functions:

Be available to work weekday/evening and weekend shifts as scheduled

Participate in monthly Department meetings

Participate in Company events

Keep up to date on all training

Any other duties or special projects assigned by the Library Services Manager

In addition to the functions listed above, the employee is expected to act in accordance with company values, vision, and mission. Demonstrate leadership, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with clients, and co-workers. The employee will work with accuracy, efficiency, and attention to detail.

Desired Characteristics – Mission driven, positive attitude, integrity, honesty, team player

Desired Skills – Organized, self-motivated, flexibility, effective communication

Education and Work Experience:

- Bachelor’s degree in library science or related field preferred
- Will consider an equivalent combination of relevant education and experience
- MLS from an accredited program a plus
- Customer service experience preferred

Working Conditions

- Office environment

Physical Demands

- Sit or stand between 4 and 8 hours
- The ability to lift and/or move equipment or materials weighing up to 25 pounds and to push/pull wheeled book carts weighing 100 pounds
- The ability to sit, stoop, kneel, reach, crouch and climb up to 5 feet

ACKNOWLEDGEMENT SIGNATURE –

By signing this position profile, I acknowledge and accept the requirements, duties, and expectations of the position. I further understand that other duties and responsibilities may change or be assigned at any time with or without notice.

Employee Printed Name: _____

Employee Signature: _____ Date: _____