



Bilingual Library Assistant I – Youth Services

SCHEDULE:

- Part-time, 25 hours per week

Schedule includes early morning, afternoon, evening, and weekend rotations. Schedule subject to change.

SALARY RANGE:

- \$19.58 - \$28.06 per hour

SUPERVISOR: Head of Youth Services

SUPERVISEES:

- None

PERSONAL ATTRIBUTES:

The person filling this position must demonstrate the ability to present a welcoming, friendly, and responsive environment to children of all ages and abilities, and their caregivers. The candidate must have a high standard of customer service, be friendly and cooperative, and strive to provide excellent customer service to patrons and staff. The qualified candidate is required to show proficiency in reading, writing, and speaking English and Spanish.

QUALIFICATIONS FOR APPOINTMENT:

- High school diploma or GED.
 - A Bachelor's degree, LTA certificate, or comparable education is preferred.
- One to three years previous work experience with children or early childhood education.
- Proficient in Microsoft Windows, Office, Excel, Outlook, and Internet browsers.
- Ability to learn and manipulate data in Library databases, forms, calendar, and Library Time Clock System.
- Must not have been convicted of any felony offense or serious misdemeanor offenses.
- All applicants are subject to a background check and employment is contingent on passing those assessments.
- **Bilingual ability to speak, read, and write in English and Spanish required.**

ESSENTIAL FUNCTIONS:

- Provide reference, reader's advisory, and program services to preschool and school-age children, young teens, and their parents.
- Plan, prepare, and present weekly storytimes and programs to young children and their families.
- Other activities include teaching patrons how to use library resources and access electronic resources.
- Familiarity with children's books and authors and can relay that information to meet patrons' needs.
- Represent the library through outreach visits to various schools and community organizations serving children.
- Promote the use of the library's collections through direct assistance to the public.
- Attend meetings and other continuing education events as required, including some evening or weekend attendance.
- Assist with and supervise the use of public computers and the online catalog for all patrons.
- Assist with displays and promotion of materials to encourage use by youth and adults.
- Register families/individual children for programs, such as story times and winter/summer reading clubs in person or by phone.

- Deal calmly and effectively with a wide range of individuals, in some instances under stressful or emergency conditions.
- Carry out opening and/or closing procedures for the department.
- Attend and participate in staff, department, and other job-related meetings as needed.
- May be designated Person-In-Charge in the absence of Director.
- Other duties as assigned.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- While performing the duties of this job, the Library Assistant is regularly required to stand, walk, run, sit, use hands to handle or feel, reach with hands and arms, push, pull, carry, climb, stoop, bend, stretch, kneel, talk, and hear.
- The Library Assistant is required to remain in a standing position for extended periods of time.
- The Library Assistant must occasionally lift and/or move up to 50 pounds.
- The Library Assistant will assist children, their caregivers, and adults in a busy environment.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Work is performed inside a typical interior/office work environment.
- Work may be performed off site, in front of a computer, and during inclement weather.
- Ability to move a two-sided book cart loaded with up to 300 lbs. of books and other library materials.

Note: While this job description sets forth several job duties and responsibilities for this position, it is not an employment contract of any kind and can be changed with or without prior notice at any time. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.