

**POSITION:** Library Assistant II – Youth Services

**SCHEDULE:** Full-time, 37.5 hours per week, including early morning, afternoon, evening, and weekend hours. Schedule subject to change.

**SALARY RANGE:** \$17.95 - \$26.92 hourly (depending on qualifications); Salary Category 6.

**SUPERVISOR:** Head of Youth Services

**SUPERVISEES:** None

**PERSONAL ATTRIBUTES:** The Round Lake Area Public Library is looking for an enthusiastic, creative team player with excellent communication skills and dedication to customer service, to fill a full-time position at the library. The person filling this position will provide reference, reader's advisory, and program services to preschool and school age children, young teens, and their parents. Other activities include teaching patrons how to use library resources and access electronic resources. We are looking for a candidate who has familiarity with children's books and authors and has the ability to relay that information to meet the needs of our patrons. The qualified candidate is required to show proficiency in reading, writing, and speaking English and Spanish.

**WORKING CONDITIONS:** typical working conditions for this position involves assisting several children and adults in a very busy environment, working in front of a computer, working in and out of doors, and involves a lot of walking around the library to assist patrons.

**QUALIFICATIONS FOR APPOINTMENT:**

- A Bachelor's degree, LTA certificate or comparable education is required.
- Five years previous work experience with children or early childhood education knowledge required; public library experience preferred.
- Good knowledge of children's literature including current authors and children's classics, and trends in Youth services.
- Proficiency with computer programs such as Microsoft Word, Excel, Outlook, and internet browsers.
- All applicants are subject to a background check, and employment is contingent on passing those assessments.

**DUTIES AND RESPONSIBILITIES:**

- Represent the library through outreach visits to various schools and community organizations serving children.
- Shares in collection development responsibilities in multiple assigned areas including selection, utilization analysis and weeding tasks.

- Assist in training Youth Services staff in assigned areas of expertise, such as in storytelling and program development.
- Provision of programs, services, and outreach to target groups, including schools, daycares and scouting troops, at multiple off-site locations.
- Maintains up-to-date procedure and training manuals for Youth Services department.
- Participate in committee and project teams as assigned or directed, including the Reading Readiness Committee and the Early Child/Pre-K Readiness programs.
- Assist youth, parents and other adults in selecting appropriate children's materials which includes reference and reader's advisory services.
- Provide reference, reader's advisory, and program services to preschool and school age children, young teens, and their parents.
- Promote the use of the library's collections through direct assistance to the public including telephone information and referral.
- Assist in the preparation of year 'round Youth programs.
- 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 and supervise use of the copier, printer and the reservation station for patrons.
- Assist patrons with placing holds.
- Assist with displays and promotion of materials to encourage use by youth and adults.
- Use PC programs such as Microsoft Word, Publisher, and Excel to create brochures, signs, activity sheets, booklists and program reports.
- Registers families/individual children for programs, such as story times and winter/summer reading clubs in person or by phone.
- Keeps the Youth Services area tidy by picking up debris, maintaining orderly arrangement of chairs and tables, and returning puppets and puzzles to bins.
- Return books and other resources used in-house to shelving cart.
- Maintain respectful behavior in the Youth area.
- Help in the maintenance of copier and printers.
- Carries out opening and/or closing procedures for the department.
- Attend and participates in staff, department, and other job-related meetings as needed.
- Prepares monthly reports.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Excellent oral and written communication skills.
- Ability to lead school tours.

- Skills in problem solving and decision-making.
- Work with a variety of staff members in a cordial and congenial manner.
- Use tact and diplomacy to communicate effectively with coworkers in person, telephonically and in writing.
- Take direction and accurately follow instructions.
- Provide outstanding customer service in person, on the telephone, and via e-mail and other forms of electronic communication.
- Work independently.
- Handle multiple activities or interruptions at once and to work positively and effectively as a team member.
- Deal calmly and effectively with a wide range of individuals, in some instances under stressful or emergency conditions.
- Ability to schedule work efficiently and set priorities.
- Ability to work a flexible schedule.
- Ability to work on call as needed. Schedule includes some morning, afternoon, evening and weekend hours as needed.
- Ability to promote literacy.
- Ability to work as part of a team.
- Ability to enjoy working with children.

### **PHYSICAL REQUIREMENTS:**

- Walk, stand, sit, bend, stoop, push, pull, reach, handle, finger, feel, maintain mobility and balance, work on a ladder.
- Demonstrate good eye-hand coordination.
- The position requires one to occasionally lift and/or move up to 30 lbs.
- Full range of motion, including standing, sitting, or walking for extended periods.
- Bending, stooping, and ability to reach library materials from high and low shelves.
- Ability to move a two-sided book cart loaded with up to 300 lbs. of books and other library materials.
- Manual dexterity.

**Note:** It should be understood that while this job description sets forth a number of 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.