

## **Assistant Librarian: Children's/Youth Services**

(This position is non-exempt from FLSA regulations)

### **Nature of work:**

Under the supervision of the Public Services Assistant Director the Assistant Librarian for Children's Services will assist patrons of all ages with the use of library resources and equipment from the information desks in both the Children's Room and the main area of the library. This paraprofessional position focuses on developing services, collections and age appropriate programs for children and youth through 12<sup>th</sup> grade.

### **Essential Responsibilities:**

1. Provide assistance regarding both print and electronic resources to all patrons.
2. Provide computer and technical assistance to all patrons and staff including basic printer and photocopier troubleshooting.
3. Assist with the processing of interlibrary loan requests.
4. Assist the professional staff with library programs, promotions or outreach activities.
5. Assist with the development, maintenance, de-selection, and promotion of print and digital resources.
6. Assist in promotion of library events and services via print and digital media (flyers, brochures, website, & social media updates, etc.)
7. Recommend items to add to the collection based on observations and patron inquiries.
8. Prepare reading lists, bibliographies, and book displays geared to any age patron.
9. Assist with the proctoring of exams and process related paper work.
10. Assist in monitoring the behavior and conduct of library patrons and enforcing the UMPL policies.

### **Additional Responsibilities:**

- Assists all staff in maintaining a neat, orderly appearance of the Library in general
- Serves as a substitute for other Assistant Librarians when necessary

### **Job Specific Requirements:**

1. **Knowledge:** This position requires a working knowledge of library principles, organization, operations and procedures and reference materials and databases.
2. **Skills and Abilities:** This position requires strong customer service skills, statistics-keeping skills including spreadsheet use, and operation of the Polaris ILS; ability to perform a variety of duties without supervision, to communicate orally and in writing, to follow written and verbal instructions; ability to establish and maintain effective working relationships with coworkers, supervisors and the public.

3. Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of a bachelor's degree in liberal arts or library science, and some experience in library operations.

### **Physical Demands:**

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctible to 20/20 and in color.
- Clear speaking voice and good hearing.

### **General Requirements for Library Employees Include the Ability To:**

- Project the workplace image of a specific job title.
- Adapt to change.
- Develop and maintain positive working relationships with co-workers.
- Comprehend and follow library policies and procedures.
- Develop an awareness of library-wide operations.
- Exercise good judgment at all times.
- Meet physical requirements of specific job title.
- Participate in monthly staff and department meetings

### **Compensation:**

Hourly wage of \$15.00

Two paid sick days per year

### **Regular Shifts:**

Mondays 1:00-5:00pm

Alternating Wednesdays 6:00-9:00 pm

Thursdays 5:00-9:00 pm

Fridays 1:00-5:00 pm

Alternate Saturdays 10:00 am-5:00 pm

*Availability to substitute a plus.*

***Send cover letter and resume (Pdf format required) with the subject "Assistant Librarian Position" to [cgilmore@mclinc.org](mailto:cgilmore@mclinc.org) by March 9, 2018***