

## Library Center of the Ozarks

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### Library Assistant (PT) – Children’s Department

#### Job Description

**Primary Duties:** Under basic supervision, the Library Assistant provides excellent customer service to patrons, primarily children and caregivers, in the Children’s Department. Assists with locating items, reference and reader’s advisory questions, shelving material, programming, and collection maintenance.

#### Essential Functions:

- Provide direct assistance to children and families regarding the use of library materials, equipment, and services.
- Assist patrons with locating material and resources.
- Provide reference and readers’ advisory assistant to children and families.
- Sorts and shelves library material in proper order in the Children’s Department.
- Shelf-reads and straightens materials on the shelves to maintain order.
- Assist Librarians in the preparation of children’s programs, including creating crafts, artwork, promotional material, etc.
- Design and present a variety of programs for children of all ages.
- Assist with collection maintenance.
- Assist with opening and closing procedures of the library.
- Supervise and maintain order and discipline in the Children’s Department in the absence of Librarians.
- Must follow ALA principles and guidelines as they pertain to censorship and confidentiality.
- Performs other related and assigned duties as required.

#### Required Knowledge, Skills, and Abilities:

- Knowledge of library materials, services, and operations for children.
- Knowledge of authors, titles, and reading interests of children.
- Knowledge of childhood development and learning stages.
- Ability to relate well with children and be comfortable working with children individually and in groups.
- Ability to deliver quality library children's programs and services to the community.
- Ability to exercise initiative and independent judgment.
- Ability to organize work, set priorities, use time effectively, and meet deadlines.

- Ability to quickly and accurately sort by alphabetical, numerical, chronological, or Dewey Decimal order.
- Ability to learn automated circulation systems, and library policies and procedures.
- Ability to work with multiple unexpected tasks and patrons simultaneously.
- Ability to follow written and oral instruction

### **Education/Experience**

- High school graduate
- Experience working with children is required.
- Experience planning and implementing a variety of programs for children is required.
- Customer Service is required.
- Public library experience strongly preferred.

**Schedule:** Primarily evenings and all day on Saturday. Must have a flexible schedule and also be able to work during the day, and at outreach events.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Bending, squatting, kneeling, and reaching from floor level to a height of 6 feet
- Good coordination and mobility
- Routine lifting and handling of library materials weighing up to 30 pounds and moving book carts up to 200 pounds.
- Ability to stand for extended periods of time
- Ability to perform work at a computer terminal for extended periods

### **Reporting Structure**

- Reports to Children's Services Supervisor

**Salary:** \$14.00 per hour