



## **Children's Library Assistant** **(Professional or Para – Professional Librarian)**

### **Job Summary:**

The position assists the Children's Librarian with management of Children's services for the library. This position assists with the planning, organization and development of children's services including program planning and implementation. Assists with collection development for Children's materials, online resources and periodicals. Reports directly to the Children's Librarian.

### **Minimum Qualifications:**

Position requires a High School degree or equivalent. A bachelor's degree with prior experience working in a library or with children is preferred.

### **Required Competencies:**

- Ability to communicate effectively with staff and patrons, and interact with public in a consistent, friendly and courteous manner.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to work and build relationships with children and caregivers in groups or on an individual basis.
- Ability to learn and follow the general rules, regulations and procedures of the library system.
- Ability to work with limited supervision, pay attention to detail, and exercise sound independent judgment.
- Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs), and push/pull loaded book carts when shelving materials.
- Ability to work flexible scheduling including weekend rotation.

### **Essential Duties:**

- Be a collaborative staff sharing responsibility for building supervision, working towards ensuring the proper maintenance and organization of the library, its staff and its collections, and in helping the library provide a welcoming, comfortable, and safe place for the community. Focus on Children's Services.
- Perform general circulation activities like checking library materials in and out, renewing items, placing holds, registering patrons, shelving materials, processing overdues, and general support for any issues regarding policies or services.
- Assist Children's Librarian with building and maintaining the Children's collection, periodicals, and online resources for the library system through the purchase of new materials and the weeding, replacement or updating of the current collection within set budgets. Market materials effectively using displays, social media and other tools.
- Interpret and supervise the answering of reference inquiries via in person, written or telephone. Identifies existing community resources and provides referral to patrons.
- Assist with the planning, coordination, implementation, and publicizing of Children's programs to meet the needs of the community.
- Seeks input from library customers and potential users of services about their library needs/interests. Also, is a liaison and/or library representative to the community through local groups, schools, etc.
- Collects and reports statistics for Children's Services.
- Position is also required to perform all other duties as assigned.