

Library Assistant/ Circulation & Youth Services

General Statement: Individual will participate in all aspects of library operations including circulation, reference and readers' advisory, processing library materials and programming. Under general supervision of the Library Director, will work the circulation desk and provide the full range of library services to children, young adults, teachers, caregivers, and the general public.

Duties Include:

Plans and conducts weekly preschool and toddler story times.

Plans and conducts Summer Reading Program.

Plans and conducts programs for school-age children and young adults.

Provides outreach to local preschools, daycares, schools and other community groups serving children and young adults.

Recommends materials for purchase for children's and young adult collections.

Assists and instructs children in use of library services and resources.

Provides reference and readers' advisory services to children, teachers, caregivers and parents.

Conducts library tours for children, parents, and community groups.

Develops flyers, displays, reading lists, and other public relations materials.

Supervises work of assigned volunteers.

Maintains order in children's and young adult areas.

Monitors behavior of children in the library.

Performs public service duties including circulation, assisting patrons with use of computer equipment and programs, and shelving library materials.

Enforces library rules.

Additional duties as required.

Knowledge/Skills/Abilities:

Ability to create and present fun and educational programs and activities for children of all ages.

Knowledge of children's literature and child development.

Good rapport with children and patrons in general.

Ability to type with reasonable speed and accuracy.

Ability to operate computers with proficiency.

Ability to work within a team setting.

Ability to communicate and deal effectively and courteously with co-workers and patrons of all ages.

Ability to make decisions independently in accordance with the established policies and procedures.

Ability to use initiative and sound judgement in completing tasks and responsibilities.

Ability to handle multiple tasks with frequent interruptions.

Excellent attention to detail.

Dependability, punctuality, and good work habits.

Cooperates as team member with other staff members in performing library duties.

Physical agility and strength to bend, stoop, reach, climb, lift and carry heavy library materials and push heavy carts filled with books.

Willingness to do other tasks as needed

Ability to work evenings and weekends.

Ability to work additional hours to cover staff shortages and special circumstances.

Qualifications and Requirements:

Minimum of two years of college-level study and training or a satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Experience working with and presenting programs to children.

Knowledge of child development and children's literature is preferred.

This job description is not intended to be a complete statement of all duties and responsibilities associated with this position.

\$12.00 – 16.00/hour to start, dependent on qualifications

40 hours per week.

Benefits: Health, vision, dental insurance; paid holidays, vacation and sick leave;

Oregon PERS

Deadline: Monday, July 31, 2017