

OUTREACH/YOUTH SERVICES ASSISTANT

PC Library System

Pulaski County

Department: Library

Reports to: Youth Services Coordinator

Supervision Exercised: May supervise volunteers

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non- exempt, Full-Time

Work Hours: Typical hours are Monday thru Friday, 8:00 am until 5:00 pm. Evenings and weekend work may be required for planned programs. Possible overnight travel may be required.

ESSENTIAL FUNCTIONS: Provision of library services to preschool children, their teachers and care providers in preschool and daycare settings and parents and guardians; planning and implementation of story time programs; provide services to school aged children and young adults (teens) including programs and Summer Reading Program; work closely with the Youth Services Librarian, assisting her in providing services to the youth of the community; library circulation duties.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must possess a valid driver's license and successfully pass a drug test and background check

RESPONSIBILITIES:

- Plan and implement preschool story times for area daycare centers and preschools
- Serve as a model and resource to teachers, care providers, and parents in how to read and what to read to preschoolers
- Conduct in-library public story times as requested
- Prepare and deliver book deposit collections to centers as requested
- Plan and/or implement programs for children and young adults (teens)
- Maintain accurate records of program participation
- Read shelves as assigned, help with inventory and assist in maintaining the collection
- Provide assistance to patrons in the use of print, non-print, and electronic library materials and the retrieval of information needed

- Provide service at the circulation desk as needed including: check materials in and out; greet and direct patrons to various locations or locate materials; answer the phone; register new patrons; utilize and instruct the public in the use of the library catalog, the Internet, library databases, and reference material in response to patron requests for information; receive and resolve complaints or refer the public to supervisor or the director; collect and record fines and fees; assist with special projects
- Assist the Youth Services Librarian with collection management
- Assist in the promotion and publicity of library programs and services

ADA REQUIREMENTS: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 30 pounds on a continuous basis and up to 50 pounds occasionally. The position also requires constant use of the visual and auditory senses as well as dexterity and skills with office equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess excellent oral and written communication, computer, and math skills

EDUCATION AND EXPERIENCE:

- Must possess at minimum a bachelor's degree, with library experience or work experience with children, parents, schools, or daycare centers as well as knowledge of children's literature

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all Library and County policies and procedures
- Maintains confidentiality with all vendors, patron, and employee transactions, records, and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the library.

TRAINING AND JOB DEVELOPMENT:

- Participate in community events
- May participate in professional associations
- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement
- Demonstrates initiative, commitment, and flexibility to work unpredictable hours as necessary
- Promote the branch library and the County Library System in a positive manner
- Establish ongoing contacts with the Library Board, Friends of the Library, local civic groups, and community groups and organizations

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date