

YOUTH SERVICES ASSISTANT I – PART TIME

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, Part-Time

Work Hours: Typical work hours are Monday thru Friday 9:00 am until 2:00 pm but may be altered upon request. Up to 25 hours per week. Evening and weekend work may be required as well as possible overnight trips.

ESSENTIAL FUNCTIONS: The provision of library services to preschoolers, school-aged children, and young adults (teens); for example, preschool story times, programs and activities for the youth, and the Summer Reading Program. This position will work closely with the Youth Services Librarian, assisting her in providing services to the youth of the community. It will also include some 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
- Plan and/or implement programs for children and young adults (teens)
- Maintain accurate records of program participation
- Assist with collection management
- 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 project

- Participate in community outreach and activities as needed
- 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 an Associate's Degree.
- A Bachelor's Degree is preferred with library experience or work experience with children, parents, schools and 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, patrons, 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