**Children’s Library Associate I (Sharpsburg Branch)**

**Location:** Sharpsburg Branch Library

**Departmen**t: County Services

**Hourly Rate: $22.11**  **Status:**Permanent Part-Time

**Job Description:** The Children's Library Associate performs a broad range of tasks including providing library services to children and, along with other staff, provide library service to the general public.

**Job Duties:**

* Assist with a monthly program for pre-teens (8 and up).
* Assist with homeschool programs every other month.
* Responsible for the Lego Club on the first Saturday of each month.
* Perform public service duties including: providing circulation services, readers advisory service, reference service, interlibrary loan service, assisting patrons with the use of library equipment, scheduling the meeting room, training volunteers, and other related duties that arise.
* Perform clerical work including: acquiring records for items received, preparing new items for circulation, shelving materials, assisting with weeding, open and close the building, and other related duties that arise.
* Empty all book drops
* Process fines, fax charges, and printer charges using cash register or credit card machine
* Create book displays
* Check in and manage magazines and newspapers
* Attend meetings
* Actively pursue community outreach opportunities
* On Saturdays handle any building maintenance issues, patron issues, or materials issues due to being the highest level employee on duty
* Other duties as assigned

**Education:**Bachelor Degree

**Minimum Abilities Required:**

* Providing service to children requires a good rapport with children, knowledge of child development, knowledge of children's literature, and the ability to create fun and educational activities for children.
* Providing library service to the general public requires a pleasant demeanor and basic computer skills.
* Clerical work requires basic computer skills with the aptitude of learning additional skills with on the job training.

**Preferred Abilities, Experience and Education:**

* Successful experience working with children is preferred.
* A high level of computer literacy is preferred.

**Work Environment and Physical Requirements:**

* Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as but not limited to, a personal computer, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing and pulling. Ability to lift up to 50 pounds. Duties require shelving books. This requires the flexibility to bend down to the bottom shelves and may require stepping on a footstool to reach the top shelves.

Non-exempt

06/2022