



Part Time Children's Library Associate Duties:

The Part Time Library Associate (20 hrs. per wk.) works in direct coordination with the Head of Children's Services by assisting in programs from birth- teen and being aware of trends and community needs. Employee independently carries out a variety of tasks on different levels. Employee makes sure Supervisor is aware of all schedule changes, special programs and initiatives in advance. Employee should be aware of all programs/events happening in the department in order to serve patrons.

Staffing: Children's Reference Desk: fills the "Pick list", answers phone queries, answers reference and readers' advisory questions. Advises Children's Services Head about any materials needs in the collection. Aids in monitoring the department so that it runs quietly and effectively. Is positive with patrons by promoting programs and materials to make the library a fun and educational place to visit.

Regular Programming: Is responsible for planning and presenting programs decided upon by this employee w/ supervisor's approval. These may include but are not limited to story times, book discussion groups, film presentations, craft programs.

Books for Babies: May be involved in helping with logistics—wrapping, delivering books for Babies at discretion of Books for Babies coordinator

Special Programs: Saturday Programming—planning a story time for Saturday mornings for Pre-K-2nd grade students.

Saturday Matinee—responsible for showing films once per month in Community Room.

Evening Programming—Designing and implementing Thursday evening Story Time at the Library

Battle of the Books—Helps Jeff carry off the program by suggesting titles, reading the books, and assisting in writing questions.

Summer Reading Club—Helps in the planning and implementation of the yearly Summer Reading Club.

Special Programs—May either plan or help plan and implement any special programs that happen throughout the year.

Visual Displays: Aids other staff in creating visual displays to enhance the department—bulletin boards, signage, etc.

Printing: Participates in the Creation of book lists of interest to children and parents for the department. These may or may not be annotated lists.

Writing: May be responsible for writing press releases for the programs for which this employee is responsible.

Workshops: Attends relevant workshops as opportunities arise.

Physical facility: Makes sure Children's/Teen area is kept neat, seeing that books and other media are prominently displayed in appropriate areas. Aids in shelving and check-out if there is a backlog or waiting line. Quietly monitors

Children's/Teen area for problem patrons/situations and brings these to the attention of the supervisor.

Other duties as assigned: Duties other than the above may be required on an infrequent basis.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of professional library principles, procedures, materials and practices, general knowledge of reader interest levels; good knowledge of books and authors relevant to assigned area; ability to evaluate library programs and services, design and implement new systems or improvements; ability to supervise the work of paraprofessional and clerical subordinates; ability to establish and maintain effective working relationships with other employees and library customers; ability to plan and supervise a specialized library service.

EDUCATION AND EXPERIENCE

Graduated from a college or university. Must be able to complete the Library Associate Training Program sponsored by the Division of Library Development and Services within the first two years of employment.

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 effective use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift 60 pounds.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

non-exempt
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Reasonable accommodation may be made to enable individual with disabilities to perform the essential tasks.