



## **YOUTH & TEEN SERVICES LIBRARY ASSISTANT**

### **Overview**

Maintains displays, collections, and spaces; delivers programs and services within the Youth & Teen Services department.

**Job Level:** 3

**Status:** Part-Time (18 hours per week),

**Classification:** Hourly

**Reports to:** Youth & Teen Services Department Manager

**Schedule:** Sundays, 12:45-5:15, Mondays, 1-6 pm, Wednesdays, 4:15-8:15 and Thursdays 1:00-5:30

**Pay Range:** \$14.34 - \$15.75 per hour

### **Essential Duties**

- Provides reference and reader's advisory services to patrons
- Records statistics for customer service interactions and programs
- Assists Manager and Team Lead with training of departmental staff
- Creates displays and materials to promote library collections
- Assists in the planning and delivery of programs and outreach activities
- Reads professional reviews of Youth & Teen literature and makes recommendations for materials based on patron feedback and industry print/electronic resources
- Provides 1:1 and group assistance with technology, software applications, and devices
- Handles interlibrary loan (ILL) for materials not owned by the library
- Maintains order and cleanliness of department and patron areas
- Assists with opening and closing procedures and compiling statistical reports
- Engages in professional development opportunities related to job duties and expectations
- Works toward supporting the Library's Strategic Plan and the IMLS 21<sup>st</sup> Century Skills
- Other duties, as assigned

### **Qualifications**

- High school diploma or GED required; Associate's degree desired
- Minimum of one-year experience with children and parents
- Excellent oral and written communication skills, bilingual skills a plus

### **Knowledge, Skills, & Abilities**

- Able to think creatively and communicate effectively with others
- Able to multi-task and adjust work priorities, as needed
- Able to adapt to change and work well as part of a team
- Able to solve problems and handle escalated situations in a calm, capable manner
- Proficient in Microsoft Office products, basic email applications, and Internet browsers

- Proficient with the operation and basic troubleshooting of desktop computers, laptops, portable projection equipment, and a variety of smartphones and tablets
- Able to hear, comprehend, and respond to others verbally and in writing
- Able to lift up to 30 lbs. and push carts carrying up to 100 lbs.