

JOB TITLE: Library Associate – Youth Services Department

Position Summary:

Youth Services Librarians report to the department head and execute the ongoing duties and/or special projects required for efficient performance of the department. Responsibilities may include: collection development, readers' advisory, and reference.

Essential Functions and Responsibilities:

- Provide quality customer service in line with the library's mission statement
- Knowledge of library policies and ability to enforce said policies
- Maintain a current knowledge of books, authors, and publishing trends using a variety of print and online resources
- Must have skills in operating personal computers, accessing and utilizing OPAC, automated information databases, word processing, spreadsheets, electronic software
- Ability to instruct patrons in the use of library facilities, resources, equipment, and services
- Provide instruction for patrons on search strategies
- Analyze patrons' requests to determine needed information and assist in locating that information
- Assemble and arrange display materials
- Participate in short and long range planning of departmental activities
- Keep library website and online calendar current
- Have basic knowledge of Circulation and Technology Departments and assist as needed
- Duties may be assigned or modified by the department head

Physical Requirements:

- Requires sitting, standing, stooping, bending, and lifting/moving books and carts up to 40lbs.
- Must be able to communicate effectively in English, both orally and in writing
- Must be able to hear, comprehend, and respond to library patrons, both in person and via the telephone and email
- Requires ability to operate basic office machinery (computer, printer, copier, telephone, fax machine, paper cutter, and die cut machine)

Education and Experience:

- Bachelor's degree, LTA certification, or equivalent work experience
- Public service experience
- Experience working with children and teen preferred