

Circulation Assistant II – Youth Services

JOB DESCRIPTION:

A position under the direct supervision of the Youth Services Coordinator. Responsibilities include, but are not limited to, patron assistance, reader's advisory, circulation support duties and assistance with youth library programs and outreach.

REQUISITE ABILITIES:

Ability to deal tactfully, courteously and professionally with patrons of all ages and with other employees. Ability to work independently without constant supervision. Ability to multi-task. Ability to handle confidential information with discretion and tact. Ability to work in a team environment. Ability to develop good rapport with staff, trustees and youth ages 0-17 and their caretakers; effectively plan, schedule and organize workload; handle multiple priorities; be creative, have imagination; read aloud; direct activities; establish discipline; work with interruptions. Be flexible, patient, enthusiastic, have a sense of humor, pay attention to detail. General knowledge of electronic devices, relevant technology and electronic resources, including social media, online databases and office productivity tools. General knowledge of the Dewey Decimal system.

PHYSICAL DEMANDS:

Lifting up to 40 pounds, carrying less than 40 pounds, typing or keyboarding, standing, stooping, walking, climbing, balancing, kneeling, reaching, hearing, speech, visual acuity.

DUTIES:

- Assists with Youth Services initiatives, and participates in youth outreach efforts.
- Plans and hosts age-appropriate youth programs.
- Assists patrons in choosing and locating reading and reference research materials.
- Provides technology assistance and troubleshooting to patrons operating equipment.
- Assists and educates patrons downloading library databases and apps.
- Issues new library cards and renewals, and prepares reports.
- Works the circulation desk to process materials, fulfill daily holds, and collect payments and fees.
- Processes daily delivery of interlibrary loan materials.
- Stocks library brochures and sets up/maintains library displays.
- Cleans, repairs and maintains library materials, including DVDs and CDs.

- Shelves returned materials, and reads/straightens shelves.
- Prepares new library materials for circulation, i.e. covers books.
- Assists patrons with faxing, scanning, and photocopying.
- Attends job related workshops and training as required.
- Works with student workers and volunteers.
- Opens and closes the library.
- Performs other related duties as assigned or dictated by work flow.

WORKING CONDITIONS:

- This is a part-time position, requiring some evenings and weekends. Occasionally, a split shift may be required.
- Work is generally indoors in a temperature-controlled environment, but may require travel to and attendance at outreach events and programs held outdoors.
- This position requires the ability to use Windows-based computers, and working with printers, photocopiers, calculators, fax machines and other electronic devices (smart phones, tablets, e-readers).
- An initial evaluation will be performed after a trial period of 90 days; thereafter, evaluations will be performed on an annual basis.

BASIC REQUIREMENTS:

- High school diploma, or equivalent. Bachelor's degree preferred. Additional relevant education and work experience in customer or public service a plus.
- Excellent communication skills, ability to maintain productive working relationships, a strong commitment to public service, a broad spectrum of interests, active interest in reading are essential.
- Ability to be creative, have imagination and patience; read aloud to groups; direct activities; establish good rapport with children of all ages; establish discipline.
- General knowledge of child development and children's literature.
- General knowledge of electronic devices and computers, Microsoft Office and Google products, Canva, databases and social networking is necessary. Knowledge of Polaris/LEAP a plus.

The Morrison-Talbott Library is an Equal Opportunity Employer.

The intent of this summary is to characterize the typical duties and responsibilities that will be required of individual positions. It is not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor is it intended to be such a listing of the skills and abilities to do the job. Rather, it is intended only to describe the general nature of the job. Employees may be expected to perform duties which are specific to their area that may not be reflected in this summary.