

YPL/CHILDREN'S SERVICES ASSISTANT

(Range 111)

DEFINITION

Performs a variety of paraprofessional public service work in support of the YPL/Children's Services Department at a district library.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned YPL/Children's Services Department Head.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Provides children's reference and other services to children, young adult, adult patrons and Library District staff by searching files, the library material collection, and automated library systems to locate requested information or materials.
2. Assists children, young adult, and adult patrons in the use of the Children's Services circulating collections and materials using Library of Congress classifications and assists in the use of automated library systems, various indexes, and non-book materials.
3. Maintains knowledge of children's services.
4. Ensures that the calendar of programs, activities, and events for the YPL/Children's Services Department is maintained.
5. Prepares and conducts programs for patrons up to 18 years of age.
6. Prepares and conducts programs for adults relating to children's service.
7. Conducts tours of YPL/Children's Services Department for teachers, students, day care centers, and other organizations to promote books and reading.
8. Performs shelf checks to ensure continuing physical maintenance and proper location of books, periodicals, and other library materials relevant to the Department.
9. Maintains compliance with Library District, Branch, and YPL/Children's Services Department policies and procedures, and explains policies and procedures to patrons and staff.
10. Interacts extensively over the telephone, and in person with patrons, district-wide staff and management, outside agencies, and other libraries.
11. Provides information about district-wide activities, facilities, and services.
12. Utilizes personal computers, automated library systems, the Internet, and on-line tools and resources.

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13. Operates library and office equipment including, but not limited to: copy machine, telephone, facsimile machine, and microfiche/microfilm machines.
14. Attends or conducts miscellaneous meetings and training sessions at meeting sites throughout the district.
15. Maintains a safe environment for both staff and patrons.
16. Maintains and files records and reports appropriate to the YPL/Children's Services Department.
17. Exercises limited decision making skills.
18. Schedules public use of equipment when appropriate to the YPL/Children's Services Department.
19. Performs basic maintenance or repair on Library Branch equipment.
20. Operates Library District vehicles.

Marginal Functions:

1. Participates in committee work when needed.
2. Assists in other departments as needed.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic public library principles, practices, and techniques.

Knowledge of current literature, trends, and developments, especially those pertaining to children's services.

Knowledge of children's and young adult literature.

Knowledge of the Library of Congress Classification System.

Knowledge of basic research techniques.

Knowledge of the sources and availability of current information.

Knowledge of automated library systems, on-line tools and resources, and the Internet.

Knowledge of Library District, Branch, and YPL/Children's Services Department policies and procedures.

Knowledge of Library District terminology and functions.

Knowledge of correct English usage, spelling, punctuation, and grammar.

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Ability to serve customers with patience, tact, and courtesy.

Ability to establish and maintain effective working relationships with those contacted during the course of work.

Ability to exercise good judgment and make sound decisions.

Ability to work quickly and accurately.

Ability to work both independently and as part of a team.

Ability to accept and manage change and maintain flexibility.

Ability to understand and follow oral and written instructions.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to maintain the mental capacity for effective interaction and communication with others, especially children and young adults.

Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- standing, walking, or sitting for extended periods of time;
- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

Ability to maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- conducting story hours and programs;
- operating assigned equipment.

Skill in the use of library and general office equipment.

Skill in the use of personal computers and associated software.

Skill in the use of automated library systems.

QUALIFICATIONS

A. Training and Experience:

Bachelor's Degree required; computer experience required; library experience or public contact experience required; and experience working with children or completing classes in children's literature and child development required.

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B. Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds) and lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment, utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, color perception, depth perception and oral communications ability.

C. Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

D. License, Certificate, or Special Requirements:

Possess or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

JOB CODE: 1455

FLSA: NON-EXEMPT
CBA: NON-SUPERVISOR

DEVELOPED: JULY 1, 1995

REVISED: APRIL 10, 1998
JUNE 17, 1998
MARCH 26, 1999
MAY 27, 2003