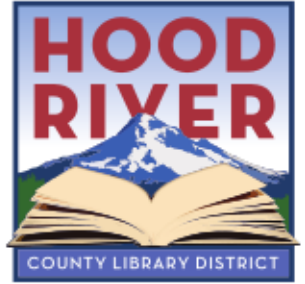


Job Description

Children's Services Assistant



Summary

Assists in planning and delivery of programming aimed at children and tweens. Promotes children's services and programs in the community. Provides services directly to patrons of all ages at the public service desks and via other communication methods.

Classification: Library Assistant I

Essential duties and responsibilities

1. Assists in presenting storytime programs.
2. Assists with coordination and presentation of annual Summer Reading Program.
3. Gives tours of the library to school classes, including book talks and related activities.
4. Networks and works collaboratively with schools, day cares, and other community organizations focusing on youth.
5. Visits school classrooms to promote reading through book talks and presentations.
6. Assists with offering special programs, both at library branches and outside locations, to classes from day cares, local schools, and other organizations.
7. Works at the public service desks, performing circulation and reader's advisory duties as well as answering simple reference questions.
8. Answers questions on library organization, policies, and procedures.
9. Assists the public in using computers, equipment, the library catalog, and electronic resources.
10. Checks in returned library materials and routes items to the proper locations.

Peripheral duties

1. Attends meetings and training seminars as required.
2. Performs other job-related duties as assigned.

Supervision received

Works under the general supervision of the Library Director. Daily assignments and supervision may be provided by a Librarian.

Supervision exercised

Supervision of other employees is not a normal function of this position. However, this position may oversee the work of volunteers. S/he may also be assigned to be the Person-in-Charge of the building, in the absence of the Library Director, Librarians, and other senior staff.

Desired minimum qualifications

Education and experience:

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

1. Associate's degree from an accredited institution or equivalent.
2. One year experience working directly with children, preferably in a public library.
3. Two years experience working in customer service, preferably in a library.
4. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Knowledge of library organization systems, including Dewey Decimal Classification.
2. Familiarity with contemporary and classical children's literature and audiovisual materials.
3. Ability to use or learn to use integrated library system software.
4. Ability to plan, present, and promote programming enthusiastically to children and their parents/guardians.
5. Ability to type 35 words per minute.
6. Familiarity with the Internet and basic office applications, especially word processors.
7. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
8. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
9. Ability to communicate effectively vocally to the public and staff.
10. Ability to perform basic mathematical functions.
11. Ability to respond to a wide variety of practical problems and unpredictable circumstances, especially while on the public service desks.
12. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
13. Ability to perform essential job functions with or without accommodation.

Tools and equipment used

Puppets, books, and other props for storytelling programs; computer, including the Internet, general office applications, design software, and integrated library system; book carts; copy machine; telephone; book bins, magazine storage racks and boxes; typewriters; fax machines; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Working conditions

1. Stands or walks 50% of the time, 75% of the time when assigned to the public service desks.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. Performs simple physical activities including dances, fingerplays, etc. during the course of delivering programs.
5. Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
6. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds.
7. May be asked to work at any library branch within the district.
8. Stares at computers screens and monitors regularly while carrying out essential job functions.

9. Normal office exposure to noise, stress, and disruptions.
10. Part-time position, up to 30 hours per week. Some weekend and evening hours are required.

Selection guidelines

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: September 20, 2011

Last revised: August 31, 2017