



## Job Description

**Position Title:** Children's Services Assistant

**Classification:** Library Assistant I (Part time - 30 hours per week)

**Exempt/Non-exempt:** Non-exempt

**Salary Range:** \$17.62 to \$19.84

**Benefits:** Health, Retirement, Paid Leave

### **General Statement of Duties**

Assists in planning and delivery of programming aimed at children ages 0-13. 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.

### **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. The Library Assistant I 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.

### **Essential Duties and Responsibilities**

- Assists the Children's Services Librarian.
- Planning and presenting story times.
- Assists with coordination and presentation of the annual Summer Reading Program.
- Gives tours of the library to school classes, including book talks and related activities.
- Networks and works collaboratively with schools and other community organizations focusing on youth.
- Visits school classrooms to promote reading and literacy.
- Assists with offering special programs, both at library branches and outside locations, to classes from local schools, and other organizations.
- Publicizes programs through news media, social media, flyers, and bulletin board.
- Serves patrons at the public service desks, Lending Library and Bookmobile by checking library materials in and out, routing items to the proper locations, offering reader's advisories as well as answering simple reference questions.
- Answers questions on library organization, policies, and procedures.
- Assists the public with computers, equipment, the library catalog, and electronic resources.
- Checks in returned library materials and routes items to the proper locations.

### **Secondary Duties:**

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

502 State Street  
Hood River - OR 97031

541 386 2535

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

### **Knowledge, Skills and Abilities**

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

### **Desired/Preferred Education, Experience and Qualifications**

- Associate's degree from an accredited institution or equivalent.
- One year experience working directly with children.
- Two years experience working in customer service.
- Experience with organizations serving underserved populations.
- Experience working at school or public libraries.
- Any equivalent combination of education and experience satisfying the above.
- Fluently Bilingual Spanish/English is highly preferred

### **Essential Physical Abilities and Working Conditions**

- The Library Assistant I is a part-time position, up to 30 hours per week. Some weekend and evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the public service desks.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.
- Performs simple physical activities including dances, fingerplays, etc. during the course of delivering programs.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- 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.
- May be asked to work at any library branch within the district.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.

### **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; general office tools; calculators; media players; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Appointees will be subject to completion of a standard six month probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Direct Supervisor/Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Effective Date: September 20, 2011

Last revised: January 14, 2022