



## **Job Description**

**Position Title:** Children's Services Assistant (Bilingual)

**Classification:** Library Assistant I

**Hours per week:** Part time – 32 to 35 hours per week

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

**Salary Range:** \$20.41 to \$22.98 (plus a 5% bilingual differential added to base pay)

### **General statement of duties**

The Children's Services Assistant supports the Program Services Team to deliver engaging library services and programs for children birth through 12th grade across all library branches, bookmobile stops, and community locations. This position supports children's developmental and educational needs through direct service, innovative programming, collection maintenance, and creating and posting marketing materials and social media content, while providing bilingual assistance to Spanish-speaking families. The majority of focus will be working closely with the Children's Services Librarian serving ages birth through 5<sup>th</sup> grade to support the library's mission of fostering early literacy and lifelong learning while collaborating with our Teen and Tween Services Librarian and Bookmobile Librarian to support their programs and services. The Children's Services Assistant champions the library's mission by providing welcoming, inclusive services that support development, promote literacy and learning, and foster a lifelong appreciation for libraries among patrons, while serving as a bridge between libraries and the local community.

### **Supervision received**

Works under the general supervision of the Library Director.

### **Supervision exercised**

Directs the activities of staff and volunteers assisting with children's, tween and teen, and bookmobile and outreach programs and services. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director and Assistant Director. Supervision of other employees for tasks not associated with children's and tween and teen programs and services is not a normal responsibility of this position.

### **Essential duties and responsibilities**

- **Patron service and programming**

- Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for children, their caregivers, and families. Embrace and celebrate diversity by treating everyone with respect and without judgment, ensuring that all individuals feel valued and understood.

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- Assists with proactive and innovative services consistent with the developmental needs of children and the needs of parents, families and caregivers.
  - Assists with presenting diverse child-focused programs across all library branches, bookmobile, and external community locations. This includes educational, early literacy, and community interest programs. Such as storytime programs, special events, and the annual Summer Reading Program
  - Assists with conducting outreach to children, parents, and guardians utilizing various modalities such as in-person interactions, interactive programs and social media platforms.
  - Network and collaborate with schools and community organizations focused on children.
  - Collaborate with Children's Services Librarian, Teen and Tween Service's Librarian, Bookmobile Librarian to serve children and other staff to serve patrons of all ages.
- **Collection development and information services**
    - Participates in the weeding of children materials, using industry reviews and the library's Collection Development Policy to evaluate and make decisions about the assigned collections.
    - Maintain diverse displays that represent all perspectives and assist children and their families in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
    - Provide information, readers' advisory, and reference services in-person, by phone, and online.
    - Maintain current knowledge of children's literature, authors, and trends in children's library services.
    - Give library tours to school classes, including book talks and related activities.
- **Library space and promotion**
    - Assists in maintain an inviting children's area with recommended book lists, displays, and self-guided activities.
    - Collaborate with the marketing team to publicize programs through various channels. Design and develop promotional materials for programs serving all ages, distributing them across print media, the library's website, and social media platforms.
- **Administrative and professional duties**
    - Serve as Person-In-Charge of the building when required.
    - Work with volunteers for children, Tween and Teen and Bookmobile and Outreach services.
    - Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.
- **General responsibilities**
    - Champion the Library's strategic goals, mission, vision, and values. Works cooperatively with other library departments to develop plans and initiatives that

- support the library's mission and goals.
- Provide friendly and courteous customer service to patrons from diverse backgrounds.
- Perform circulation duties at public service desks and Bookmobile.
- Answer questions on library organization, policies, and procedures.
- Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

### **Secondary duties**

- May be in charge of the building in the absence of other supervisory staff.
- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.
- Serve on assigned committees.
- Performs other job-related duties as assigned.

### **Minimum qualifications**

- Associate's degree from an accredited institution or equivalent.
- Two years experience working in customer service, preferably in a public library.
- One or more years of professional experience working with children birth through 12<sup>th</sup> grade in a library setting or similar working environment.
- This position requires bilingual proficiency (read/speak/listen/write) in Spanish.
- Any equivalent combination of three (3) years of education, experience, and training satisfying the above.

### **Desired education, experience and qualifications**

- Experience in customer service, preferably in a public library
- Experience working with organizations serving underserved populations
- Experience building community partnerships
- Experience working in school or public libraries

### **Special requirements/licenses**

- Criminal background check required.
- Must demonstrate proficiency in Spanish and English. Proficiency will be established by achieving the required minimum score on testing administered through a vendor determined by the District.
- Must have valid driver's license and required mandatory insurance when operating privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences.

### **Knowledge, skills, and abilities**

- Demonstrate strong skills in planning, implementing, and evaluating child-focused library services. This includes the ability to conceptualize projects, set clear objectives, coordinate resources, manage timelines, and conduct thorough post-project assessments to ensure continuous improvement of children's services and programs.
- Demonstrate familiarity with children's literature, encompassing both contemporary and

classical works.

- Ability to plan, present, and promote engaging programming for children and their parents/guardians.
- Familiarity with library resources, programs, and services, focusing on children's services.
- Knowledge of alpha-numeric systems for arranging library materials and basic automated bibliographic identification.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English and Spanish, with the ability to effectively engage diverse audiences.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

### **Essential physical abilities and working conditions**

- The Library Assistant I is a part-time position, up to 32 hours per week. Weekends and some evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
- 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.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls 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.
- Newly hired and promoted employees are subject to the completion of a standard 90-day introductory period.

**Tools and equipment used**

Puppets, books, and other props for storytelling programs, Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine; telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

**Signatures**

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Employee Name

Signature

Date

Supervisor Name

Signature

Date

Effective Date: September 20, 2011

Last revised: January 1, 2026