

APPENDIX C CHILDREN'S SERVICES ASSISTANT

11/29/2017

Job Title: Children's Services Assistant **Description Type:** New Revised

Department: Children's

Pay Grade: 3

FLSA Status: Non-Exempt

Reporting Relationship:

Reports to (Title): Head of Children's Services

List of direct reports (by Title): Applicable Not Applicable

Position Summary:

The Children's Services Assistant, under the supervision of the Head of Children's Services, assists children and their parents/caregivers in using the Library. Creates and implements fun, engaging programs for children of all ages. Prepares crafts and other program materials. Creates attractive and interesting displays and bibliographies to introduce public to materials and services. Provides readers' advisory and general customer service as needed.

Essential Job Duties and Responsibilities

- Plan, promote, and execute programs for children ages newborn through 12 years-old
- Provide children's service and assistance to patrons in person and on the phone during those hours when assigned to the desk and during those hours when off the desk as needed
- Assist with the summer and winter reading programs, planning and executing
- Help with bulletin boards and displays
- Keep the Children's Department neat; assist with cleaning of toys
- Compile statistics for the Children's Department
- Attend meetings and classes as assigned
- Other duties as assigned

Qualifications:

- High School Diploma
- Must be able to type
- Must have flexible hours
- Strong communication and interpersonal skills
- Computer literacy, including familiarity with the library's digital services and mobile devices as well as Microsoft Office Suite
- Work well independently as well as a team player
- Willing to learn how to use a 3D printer and other equipment such as a copy machine, laminator, digital cutter, etc.

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Working Conditions/Physical Requirements:

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb intermittently
- Talk and hear
- See close, far and have the ability to adjust focus
- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 25 pounds and push/pull 150 pound carts