

## **JOB DESCRIPTION – CHILDREN AND TEEN SERVICES LIBRARY ASSISTANT**

**JOB GRADE:** 3

**CLASSIFICATION:** Full-Time, Non-Exempt

**REPORTS TO:** Children and Teen Services Manager

**Job Summary:** The Children and Teen Services (CATS) Library Assistant responds to patrons' information needs while at the public service desk, plans and implements educational and entertaining programs, networks with community schools, agencies and other youth-oriented groups, provides library tours, supports the Summer Reading Program (SRP) by encouraging enrollment, assists in maintaining materials and library resources, and offers reader advisory.

### **Responsibilities:**

1. Respond to patrons' information needs while staffing the Children and Teen Services desk, including users of the Autism Resource Center.
2. Provide reader advisory services to children and teens based on age, reading level, and interest.
3. Plan and implement educational and entertaining programs with approval from the Manager of Children and Teen Services.
4. Under the direction of the department manager, network with community groups, agencies, and schools to encourage joint programming, increased library usage and visibility, and greater learning opportunities for children and teens in the library's service area.
5. Assist in maintaining the collection by weeding, shelving, linking and processing new materials as directed by manager.
6. Contribute to team effort by accomplishing departmental ongoing tasks such as recommending procedural efficiencies, facilitating special projects, and other duties as assigned.
7. Fulfill continuing education requirements by attending educational workshops, reviewing professional publications, and establishing personal networks.
8. Attend library conferences, workshops, and training sessions relative to duties as authorized or recommended by manager.
9. Adhere to all policies prescribed within the Personnel Manual.
10. Maintain confidentiality and ethical behavior in all library matters.
11. Adhere to the library's Customer Service Policy and promote the library brand.
12. Enforce the Library's Patron Conduct Policy.
13. Work with minimal supervision.
14. Perform other duties as assigned.

### **Qualifications:**

- Bachelor's degree in related fields preferred or an equivalent combination of experience sufficient to successfully perform the essential duties of the job.

**Knowledge, Skills and Abilities:**

- Customer service skills including ability to cheerfully respond to patron requests
- Passionate about working with children and teens
- Highly motivated, a quick learner, organized, reliable and able to adapt to changing user needs
- Scheduling flexibility required, as work schedule may vary based on the needs of the organization
- Ability to conduct high quality programs
- Ability to complete assignments by assigned deadlines
- Works cooperatively in a team environment
- Excellent listening, written and verbal skills
- Computer skills, including general understanding of online catalog as well as basic internet and office software
- Proficiency in Spanish, sign language, and/or other languages preferred, but not required

**Physical Demands**

- The ability to sit or stand between 4 and 8 hours
- The ability to move about, talk, climb stairs, hear, and have both close and distance vision
- The ability to operate doors, computer equipment, and other equipment generally found in an office setting
- The ability to lift and/or move equipment or materials weighing up to 50 pounds and to push/pull wheeled book carts weighing 150 pounds
- The ability to sit, stoop, kneel, reach, crouch and climb up to 5 feet
- May be exposed to outdoor weather conditions

**Lancaster Public Library is an Equal Employment Opportunity Commission (EEOC) and Americans with Disabilities Act (ADA) compliant organization. As such, Lancaster Public Library is committed to providing access, equal opportunity, and reasonable accommodations for qualified individuals with disabilities.**

The above job description is not intended as, nor should be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Lancaster Public Library is an Equal Opportunity Employer. A PA criminal record check, PA child abuse clearance, and FBI certification are required for all library employees.