

Henderson County Public Library District

Children's Department Part-Time Library Assistant

Job Description

JOB SUMMARY:

The Children's Department Part-Time Library Assistant is responsible for providing quality services to the public, including to but not limited to the Children's Department including reference services, supporting the Children's Librarian and Assistant with age-appropriate programming, and assisting with the maintenance of collections.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain good relations with public and staff.
- Follow policies and procedures consistently.
- Perform other duties as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Carry out the day to day operations of the Children's Department.
- Provide direct assistance to children and their families regarding use of library materials, equipment, and services.
- Assist with collection development and maintenance of the juvenile collection.
- Maintain order and neatness of materials throughout the juvenile collection.
- Assist with the creation, planning, organization, promotion and presentation of educational programs and activities for children of all ages and their parents, caregivers and teachers.
- Deal with patron complaints and problems patiently, decisively, and within the set policies and procedures of the library. Interpret library policies to the public.
- Organize, maintain, and inform appropriate personnel that supplies are needed.
- Responsible for opening and closing procedures of the departments.

PHYSICAL REQUIREMENTS:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Experience working with children preferred.
- Working knowledge of computers and social media platforms preferred.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn and operate library automated system with high degree of efficiency.
- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Excellent written and verbal communication skills are required.
- Ability to multi-task and work with frequent interruptions.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to analyze and to creatively solve problems related to the position.
- Ability to work with enthusiasm and initiative.
- Flexible, adaptable, and able to flourish in a changing environment.
- Cross-training in order to perform other duties and responsibilities is required.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

- Must like children and be comfortable working with children individually and in groups.
- Knowledge of authors, titles, and reading interests of children.
- Knowledge of selection, deselection, and evaluation of library collections.
- Knowledge of standard library procedures, computer technology, Internet and database search capabilities.

WORK SCHEDULE:

This is a part-time position that requires 20 hours per week. Varied schedules include mornings, afternoons, evenings and weekends. Dependability and diligent attendance are required.

SPECIAL REQUIREMENTS:

No certification required.

POSITIONS SUPERVISED:

None

SUPERVISOR:

Children's Service Manager, Library Director, and Associate Director