

CHANUTE PUBLIC LIBRARY

JOB DESCRIPTION

CHILDREN'S SERVICES ASSISTANT

Position Overview: Under the supervision of the Children's Services Librarian and Library Director, performs responsible and varied administrative and professional library work related to planning, organizing, and directing the activities of the Children's Department, which serves patrons ranging in age from birth through young adult. Supervises the entire library, including personnel and facilities, in the absence of the Library Director, the Children's Service Librarian the Adult Services Librarian, and the Adult Services Assistant.

Primary Responsibilities:

- Assists training and supervising staff and volunteers assigned to the Children's Department; makes job assignments and verifies that assignments are carried out properly.
- Assists in evaluating the work performance of Children's Department staff and volunteers
- Assists the Children's Services Librarian in budgeting for the collections, services, and programs of the Children's Department
- Assists the Children's Services Librarian in selecting materials for acquisition and withdrawal from the children's print and non-print collections; assists in supervising the organization, maintenance, preservation, withdrawal, and disposal of materials
- Provides reference and reader's advisory guidance to children, parents, and teachers
- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities
- Participates in planning, organizing, and supervising story hours and other programs for children and parents in order to encourage reading, viewing, and listening of library materials and to help create lifelong library users; provides library service to the elementary schools and community through programs such as class visits, summer reading events, etc.
- Creates bibliographies, user guides, promotional materials, and publicity spotlighting Children's Department collections, services, and programs
- Creates displays to enhance the library experience and to promote use of library resources (Including storywalk)
- Assists in the history room
- Maintains knowledge of the automated circulation and technical services systems and assists with circulation and technical services tasks, as needed
- Assists in preparing regular narrative and statistical reports for the Library Director
- Interprets library policies and procedures to the public in a customer-friendly manner

Additional Responsibilities:

- Identifies reading trends among junior patrons
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to children's library services
- Serves on professional and community committees, as requested, to advance the library and the library profession and maintain a positive social media presence
- Performs other duties, as assigned

Supervision Received: Receives general supervision from the Children's Services Librarian and Library Director

Supervision Exercised: Assists in supervising assistants, aides and volunteers assigned to the Children's Department. Supervises the entire library, including personnel and facilities, in the absence of the Library Director

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of public library services and programs
- Possesses a solid general education and is especially familiar with children's literature and resources
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Ability to maintain the confidentiality of patron information.
- Comfortable working with children, parents, caregivers, and educators
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, and the general public
- Ability to initiate, organize, and follow through on programs, services, and projects
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

Minimum Qualifications: Associate Degree or two or more years of college. Experience may be considered in lieu of education requirements. Preference given to those with library experience, prior professional work experience, and/or computer/technology work experience. Some supervisory experience preferred.

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noises

- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
- Ability to operate computers with proficiency using library software, word processing, and the Internet
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to read printed materials and information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, electronically, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to travel to attend meetings both inside and outside of Chanute

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Adopted: 4/12/21

9/14/22 updates pending board review and approval.