



## Christian County Library Job Description

**Job Title:** Youth Services Assistant

**FLSA Status:** Non-Exempt

**Location:** Ozark Community Library Branch, Ozark, MO

**Schedule:** Part-Time, 24 hours/week, Tuesday-Saturday

**Pay Scale:** \$10.00 - \$12.00

**Summary:** Responsible for providing library and outreach services for patrons ages zero to eighteen and their families which include, but not limited to, answering reference questions, planning library programs, and assisting with reader's advisory by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Plans and presents youth programs on a regular basis for ages zero to eighteen.
2. Assists with the planning and implementation of annual library reading challenges, including the Summer Reading Challenge.
3. Regularly record statistics of programs and evaluate for effectiveness.
4. Maintain knowledge of youth programming and literature trends.
5. Prepare booklist and promotional literature as assigned.
6. Attend regular professional development training opportunities.
7. Help patrons locate materials, use the online catalog and other equipment, and provide readers' advisory services.
8. Monitor Youth Services areas, enforcing library policy as needed.
9. Promote youth programs while at the desk, including assisting patrons with registering for programs.
10. Creates timely and innovative displays and decorations for the children and teen areas.
11. Prepares passive activities for the children and teen areas of the library.
12. Assists with general upkeep of the children and teen collections, including but not limited to shelving, straightening, shifting, and weeding.
13. Conducts library tours for as requested.
14. Plans, promote, and provide outreach services for area schools, preschools, daycares and community organizations.
15. Represents the library at community outreach events.
16. Promotes the library to the community.
17. Works with the Outreach Department as needed.
18. Job Responsibility No. 4: Staff the Service Desk Check out library materials to cardholders as set by library policies.
19. Checks-in returned materials and processing items appropriately.
20. Evaluates the condition of items upon return; Check audiovisual materials for all components; Assessing damage on items and charging people for damaged items.

21. Collects payments on overdue, damaged, lost items.
22. Issues receipts for monetary transactions.
23. Collects money for printout and copies.
24. Places holds for patrons.
25. Maintains library records.
26. Assists MOBIUS/ILL with processing items at the Ozark Branch.
27. Processes returned materials.
28. Effective, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc.), and other forms as dictated by the situation.
29. Effective, timely, thorough, and respectful communication with Administration on the following topics.
30. Schedules requests; Vacation or PTO submitted in writing via an email 4 weeks in advance.
31. Absences, including whether or not employee is using leave for time missed.
32. Handles issues with a co-worker's performance.
33. Procedural changes or issues.
34. Policy changes or issues.
35. Other topics not addressed here.
36. Effective, timely, thorough, and respectful communication with IT on technological issues and use the IT Ticket document when appropriate.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Basic computer skills-familiar with using internet, Microsoft Office Suite products, email.

**Education/Experience:**

High school diploma or general education degree (GED); and equivalent combination of education and experience.

### **Specialized Training:**

- Preferred
- Experience with planning programs for children and teens
- Experience reading with young children

### **Certificates and Licenses:**

Valid Driver's License

### **Knowledge, Skills, and Other Abilities:**

- Customer Service
- Respect: Courteous, reliable, and dependable.
- Positive Attitude
- Accountability
- Innovation and Initiative
- Teamwork"
- Excellent communication skills- written and oral
- Excellent people skills
- Reliable, responsible, dependable, honest, organized, quick learner
- Working knowledge of reader interest levels, book, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to interact in a positive, effective manner with coworkers, Director, and general public.
- Ability to perform with minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.