

LIBRARY ASSOCIATE I: YOUTH ASSOCIATE

Job Classification: Part-time, 20-28 hours/week; Non-Exempt; Fringe Benefits; OPERS Retirement

Job Location: Ida Rupp Public Library

JOB DESCRIPTION

Job Summary:

Under general supervision of the Assistant Library Director provides library services and materials for children. This position's responsibilities emphasize customer service, team building, and communication. Reporting directly to, and working closely with, the Assistant Director, the Youth Associate will also work closely with the Children's and Teen Librarians, other Youth Library Associates and Circulation Supervisor.

Essential Duties and Responsibilities:

- Assists with planning, organizing, and publicizing children's programs, including but not limited to story time, summer reading, special events and, school and community outreach.
- Visits local schools and preschools to share a story time with stories, songs, and rhymes. Create relationships with area preschools.
- Catalogs children's library materials. Assists with collection maintenance as necessary.
- Provides readers advisory service for children and families. Assists children in use of library and its resources. Assists parents and other adults in selection of appropriate children's material.
- Provides patrons with reference assistance when necessary.
- Utilizes computer applications and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes Intranet, email, and voicemail to maintain open channels of communication.
- Conflict resolution in regards to patron satisfaction issues or behavior.
- Organizes and gives tours of the library and its services to school groups, etc.
- Plans and/or participates in outreach activities.
- Collaborates with the Marketing Associate to compose and prepares public relations materials such as news releases, flyers, brochures, etc. for children's programs and activities.
- Working a varying schedule that includes evening shifts and participating in the Saturday rotation with the expectation that some weeks may require additional hours.
- Follows Ida Rupp Public Libraries policies and procedures.

Additional Duties:

- Performs other duties as assigned, including serving on teams and committees, etc.
- A public and visible face of the Children's Library, both within the library and outside in the community.
- Receives and shelves materials with accuracy and timeliness.
- Prepares location for opening and closing by straightening furniture and shelves, reshelving loose materials, restocking displays, and picking up debris.
- Completes miscellaneous duties such as shelving, running holds lists, etc. Completes other duties as assigned by supervisor.
- Performs reader's advisory skills as needed; assists with departmental programming as needed.

Interaction: Library staff, patrons, and community organizations/individuals.

Minimum Qualifications:

- High school diploma or equivalent.
- Knowledge of current library trends, specifically within children's services.
- Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to work accurately with attention to detail.
- Ability to work a flexible schedule that may include days, evenings and weekends.
- Proficient in the use of the Integrated Library System (ILS).
- Successfully pass a background check.
- Valid driver's license and reliable transportation.

Highly Preferred Qualifications and Competencies:

- Bachelor's Degree
- Works hard and is energized by challenges. Seizes opportunities and acts upon them.
- Proficient in the knowledge and skills required to perform the job at a high level of performance.
- Manages time effectively and efficiently. Focuses time and effort on priorities and across a range of activities.
- Acts with the patron in mind using information gained from interacting with the patrons. Meets the expectations and requirements of external and internal patrons.
- Gains technical skills quickly. Capable of learning new organization, product or technical knowledge.

Computer/Technology Skills/Equipment/Software Skills:

- Microsoft Office (Excel, Outlook, PowerPoint, and Word).
- Integrated Library System (ILS), preferably SirsiDynix Symphony Workflows.
- Integrated Library System (ILS) reporting software, preferably BLUEcloud Analytics.
- Library research interfaces such as EBSCOhost, ProQuest, etc.
- Web browsers including Google Chrome and Microsoft Edge.
- Digital Library programs such as Overdrive, Hoopla Digital, etc.
- Print Management software, preferably Envisionware.

Supervisory/Management Responsibility: None

Travel Requirements: Occasional travel to other Ida Rupp Libraries locations, outreach events and training.

Physical Demands: Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Periodic to occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting, continual standing, reaching, bending, and walking).

Work Environment: Majority of the work performed in a general office/library environment. May require availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

DISCLAIMER: The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.