



<b>Position Title:</b>	Assistant
<b>Department:</b>	Children's Services
<b>Grade:</b>	2
<b>Immediate Supervisor:</b>	Department Head, Children's Services

<b>Position Summary</b>
A non-exempt position responsible for shelving and organizing library materials and supporting youth and family programming needs. Reports directly to the Department Head of Children's Services. Part-time, not to exceed 19 hours per week including some night and weekend work shifts. Schedule is subject to change.
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Minimum 16 years of age</li> <li>• Previous library work experience desirable, preferably in a public library</li> <li>• Attention to detail</li> <li>• Ability to perform work with minimal supervision</li> <li>• Ability to exercise good judgment when dealing with the public and staff</li> <li>• Ability to sort and file alphabetically, numerically, and chronologically</li> <li>• Ability to work in an environment with noise and distractions</li> </ul>
<b>Essential Position Duties &amp; Responsibilities</b>
<p><b>Serves as Children's Department Shelver</b></p> <ul style="list-style-type: none"> <li>• Shelves and retrieves library materials</li> <li>• Maintains collections in their proper location and sequence</li> <li>• Maintains promotional displays</li> <li>• Maintains the appearance of shelves and public areas</li> <li>• Performs inventory checks and searches for lost, missing, and overdue materials</li> <li>• Answers directional questions and directs patrons to service desks for assistance</li> </ul> <p><b>Serves as a youth and family programming assistant</b></p> <ul style="list-style-type: none"> <li>• Indirectly assists with youth and family programs, including activity preparation, event setup and/or event clean up</li> <li>• Directly assists library staff during youth and family programs, including but not limited to taking photos, passing out equipment or supplies, and/or serving as a building runner for outdoor programs</li> </ul>

- Directly monitors attendance during programs, including checking people in to registered classes and events, collecting drop-in tickets, or counting the number of attendees at an event
- Performs other duties as assigned

### **Physical Requirements**

- Ability to stand for long periods of time
- Frequent sitting, moving, bending, stooping, lifting, and reaching
- Must be able to bend and reach to access and move materials on upper and lower shelves
- Must be able to push and pull a fully loaded book cart as needed
- Lifting up to 40 lbs
- Vision for near and far

### **Basic Requirements for All Library Employees**

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgment at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners and copiers

Last revision: 3/16/2026