

OREGON PUBLIC LIBRARY
LIBRARY ASSISTANT – Youth Services
Limited Term Employment (LTE)

GENERAL STATEMENT OF DUTIES: Under the supervision of the Youth Services & Community Engagement Librarian, this position performs paraprofessional support for the Youth Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. Examples of the specific tasks include but are not limited to the following:

- Greets patrons and provides customer service to ensure patron needs are satisfied.
- Assists with youth events and programs including the summer library program.
- Promotes library programs and registers patrons for programs.
- Works regular shifts at the Youth Services desk to assist library patrons with reader's advisory, reference, and technology, including printing and using computers.
- Provides assistance to youth and their families in locating and using library materials and facilities.
- Assists in creating library displays of relevant and engaging collection promotion.
- Assists in maintaining the appearance of the children's and teen areas.
- Assists the Youth Services Librarian with collection development activities including selection, weeding, and sorting donations.
- Assists in supervising and monitoring youth volunteers.
- Works cooperatively and communicates with other departments, library staff and other SCLS staff as needed.
- Monitors youth and encourages appropriate behavior.
- Provides customer service and assistance at the Circulation desk, as needed.
- Regularly communicates with Supervisor to discuss work, share information and receive direction.
- Attends staff and department meetings and participates in required training sessions.
- Stays current on library information, policies, and procedures by regularly reading communication including email and the staff blog.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and understanding of children's literature and of basic library principles, procedures, technology, goals, and philosophy of service.
- Plan, organize, and conduct a program of library services for babies through age 12.
- Ability to listen for understanding.
- Ability to learn pertinent computer programs (or software) and to effectively use them to perform assigned duties.
- Ability to follow detailed directions.
- Ability to operate library business machines properly.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
- Keyboarding and filing ability.
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
- Working knowledge of English grammar and spelling.

- Understand opening and closing procedures.
- Understands Village and Library policies and procedures.
- Maintains confidentiality of patron information.

PHYSICAL REQUIREMENTS OF THE POSITION:

- Ability to work in confined spaces.
- Bending/twisting and reaching.
- Far vision at 20 feet or further; near vision at 20 inches or less.
- Fingering: keyboarding, writing, filing, sorting, shelving and processing.
- Handling: processing, picking up and shelving books.
- Lifting and carrying: 50 pounds or less.
- Mobility: travel to meetings outside library.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.
- Sitting standing, walking, climbing, stooping, kneeling and crouching.
- Talking and hearing; use of the telephone.

PERSONAL ATTRIBUTES:

- Displays interest in continued learning and professional improvement.
- Possesses complete personal and professional integrity and honesty and have a genuine sense of professional ethics.
- Strong verbal and written communication skills.

MENTAL REQUIREMENTS OF THE POSITION:

- Ability to direct pages and interns.
- Ability to direct large groups of children.
- Ability to add, subtract, multiply, divide and calculate decimals and percents.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Effectively communicate ideas and information both in written and verbal form.
- Effectively read and understand information contained in technical manuals, memoranda, reports and bulletins.
- Set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS:

- Flexible work hours; some evening and weekend hours.
- Inside work environment.

EQUIPMENT USED:

- Computer, printers, receipt printer, photocopier, telephone, cash register, coin-op for photocopier, self-check machines, RFID related-equipment, scanner, microfilm reader, e-readers/tablets, projector, die cut machine, laminator, book carts, and step stools.

EDUCATION AND EXPERIENCE:

- Bachelor's degree, one year of public library experience and experience working with children or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must have varied and sophisticated computer-related skills including Internet searching and familiarity with MS Office Suite software.

Approved by Library Board on February 14, 2024.