

YOUTH SERVICES ASSISTANT I – PART TIME

PC Library System
Pulaski County

Department: Library

Supervision Exercised: May supervise volunteers

Supervision Received: Youth Services Coordinator

Work is performed with general instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-exempt, Part-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening & Driving Record Required.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not required.

Work Hours: This position is part-time for approximately 25 hours per week, typically Monday through Friday from 9:00 AM to 2:00 PM, Evening and weekend work may be required as well as possible overnight trips.

Benefits Eligible: No

Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: This position provides library services to preschoolers, school-aged children, and young adults through the planning and delivery of early literacy programs, story times, youth activities, and the Summer Reading Program. Working closely with the Youth Services Librarian, the position assists in developing and implementing programs that promote reading and literacy among children, teens, parents, caregivers, and educators. Responsibilities include maintaining program records, assisting with collection management, providing circulation, reference, and technology assistance to patrons, supporting community outreach and program promotion efforts, and performing related customer service and administrative duties to ensure effective library operations. Physical presence at the library is required, as the essential functions and responsibilities of this position are not suited to remote work.

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

RESPONSIBILITIES:

- Plans and implements preschool story times for area daycare centers and preschools
- Serves as a model and resource to teachers, care providers, and parents in how to read and what to read to preschoolers
- Plans and/or implements programs for children and young adults (teens)
- Maintains accurate records of program participation
- Assists with collection management
- Provides assistance to patrons in the use of print, non-print and electronic library materials and the retrieval of information needed
- Provides services at the circulation desk as needed including: checking materials in and out; greeting and directing patrons to various locations or locating materials; answering the phone; registering new patrons; utilizing and instructing the public in the use of the library catalog, internet, library databases, and reference materials in response to patron requests for information
- Receives and resolves complaints or refers the public to the supervisor or the director; collects and records fines and fees; assists with special projects
- Participates in community outreach and activities as needed
- Assists in the promotion and publicity of library programs and services

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Principles and practices of public library services, particularly services for children, teens, and families
- Early literacy concepts and child development
- Children's and young adult literature, educational resources, and age-appropriate programming
- Library circulation procedures, policies, and automated library systems
- Basic reference and information services, including print and electronic resources
- Customer service principles and effective public relations practices

Skills:

- Planning, organizing, and conducting engaging programs for preschoolers, children, and teens.
- Communicating effectively with children, parents, caregivers, educators, coworkers, and the public
- Using computers, library software, databases, internet resources, and standard office applications
- Maintaining accurate records and preparing reports
- Promoting library programs and services through outreach and marketing efforts

Abilities:

- Foster a welcoming, inclusive, and positive environment for youth and families
- Assist patrons in locating, evaluating, and using library resources and technology
- Establish and maintain effective working relationships with patrons, schools, community organizations, and staff
- Exercise sound judgment and provide courteous service in a variety of situations
- Organize and prioritize multiple tasks while maintaining attention to detail
- Work independently and as part of a team
- Adapt programs and services to meet the needs of diverse audiences
- Perform routine circulation and administrative duties accurately and efficiently

ADA REQUIREMENTS: The position requires the ability to communicate effectively with children, parents, caregivers, staff, and the public; operate computers and standard office equipment; move throughout library facilities; and to lift up to 25 pounds on a regular basis and up to 50 pounds on an occasional basis, carry, push, or pull library materials, equipment, and program supplies. The employee may be required to bend, reach, stoop, stand, or sit for extended periods and assist with the setup and breakdown of programs and displays.

EDUCATION AND EXPERIENCE:

- Associate Degree Required
- Bachelor Degree preferred
- Library experience or work experience with children, parents, schools and daycare centers, as well as knowledge of children's literature is preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all Library and County policies and procedures
- Maintains confidentiality with all vendors, patrons, and employee transactions, records, and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the library

TRAINING AND JOB DEVELOPMENT:

- Participates in community events
- May participate in professional associations
- Develop and set own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Promotes the branch library and the County Library System in a positive manner
- Establishes ongoing contacts with the Library Board, Friends of the Library, local civic groups, and community groups and organizations.

- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations.

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date