



CHILDREN'S ASSISTANT

This job description contains the facts necessary to evaluate and distinguish it from other jobs. It is not intended to be a detailed description of every duty and responsibility.

SUPERVISOR: Head of Children's Services LEVEL: 8
LOCATION: Children's Department, Main Library

JOB FUNCTION: To assist patrons and assist with providing children's programming.

ESSENTIAL JOB DUTIES:

1. PATRON ASSISTANCE

- A. Assist patrons—answering reference questions, recommending materials, locating materials, etc.
- B. Provide basic computer equipment support for patrons.
- D. Provide basic instruction for use of Microsoft Word, Internet, and CD-ROM programs for patron.

2. PROGRAMMING

- A. Plan and implement children's programming and related services as assigned.
- B. Create and maintain visual resources for programming.
- C. Assist with publicity related to departmental activities.

3. CHILDREN'S SERVICES DUTIES

- A. Answer telephone and perform desk duties as assigned.
- B. Take requests for department tours and "story time" programs.
- C. Recommend and implement policy and procedural changes.
- D. Create and change department decorations regularly.

4. ENFORCE LIBRARY BEHAVIOR GUIDELINES

5. MAINTAIN GOOD EMPLOYEE RELATIONS

NONESSENTIAL JOB DUTIES:

- A. Organize and maintain storage areas.
- B. Make recommendations for programs, services, materials and equipment.
- C. Perform other duties as assigned.

EXPERIENCE: Two years relevant experience required.

EDUCATION: Two years of college

COMPUTER SKILLS: INNOPAC, Internet, MS Office (recent version). Desktop publishing desired, but not required.

EQUIPMENT SKILLS: Computers, printers, photocopier, AV equipment used in programming, laminator.

PERSONAL SKILLS AND CHARACTERISTICS: Storytelling and reference skills, good written and oral communication skills, artistic/craft skills, organizational ability. Thorough grasp of Dewey Decimal System and alphabetical order required. Energetic, personable, flexible, cooperative, creative, and self-starting. Affinity for children of all ages as well as adults necessary.