

Library Associate: Youth and Teen Services Department

Reports to: Head of Youth Services

Level: 5

Description:

Under the supervision of the Youth and Teen Services Department Head, this employee is responsible for providing reference and readers' advisory services, helping staff plan and present programs, and assisting with departmental projects and reports. Specific responsibilities/functions will be assigned by the Youth and Teen Services Department Head based on experience, skills, specific needs of the department, and number of hours worked.

Essential Requirements and Responsibilities:

- Working knowledge of library principles, best practices, and materials for children and teens such as books, authors, and publishing trends
- Provides excellent reference and readers' advisory service to library users of all ages using both print and electronic resources
- Plans, implements and supports department programming and outreach for children and families
- Develops and produces displays and booklists that promote collections, services, and mission of the library
- Participates in and maintains library marketing, both in-library and online
- Creates and contributes to statistical and organizational reports
- Pursues up-to-date exploration of library principles and best practices through participation in a wide range of learning opportunities
- Serves as a member of various staff committees as assigned
- Knowledge of basic services in Adult, Circulation, and Technical Services Departments and ability to assist in other departments as needed
- Assumes other responsibilities as assigned

Qualifications:

- Bachelor's Degree or LTA
- Customer service experience
- Library public service experience preferred
- Experience working with children and teens preferred

Requirements for All Employees

1. Works pleasantly and effectively with staff, patrons, supervisor and others
2. Works accurately in a changing and varied environment, and with frequent interruptions
3. Communicates clearly
4. Uses various technologies to complete work
5. Follows library policies and procedures
6. Works independently and productively
7. Assists management in providing a safe and welcoming library environment
8. Understands, practices, and demonstrates the library's Service Expectations and Standards
9. Understands and puts into daily practice the library's mission and vision as well as general library philosophy, including the Library Bill of Rights, Core Values of Librarianship, and Professional Ethics

Additional Requirements:

- Able to work nights and weekends to suit the operational needs of the library
- Adequate and reliable transportation
- Ability to bend, lift, and move physical materials up to 25 lbs
- Ability to provide assistance to patrons in various parts of the library

Reasonable job accommodations may be made to meet the physical requirements of the position