

## **JOB DESCRIPTION**

**JOB TITLE:** Youth Services Assistant I

**REPORTS TO:** Head of Youth Services

**SUPERVISES:**

**DEPARTMENT:** Youth Services

**FLSA STATUS:** Non-exempt

**PAY GRADE:** 7

### **JOB SUMMARY**

The Youth Services Assistant is responsible for providing reference, readers advisory, outreach and programming services for children and their parents.

### **ESSENTIAL FUNCTIONS OF THE JOB**

**This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.**

1. Understands and practices the Warrenville Public Library District's Principles of Professionalism.
2. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
3. Understands and follows the library's "Guidelines to Staff Performance Expectations."
4. Provides reference and readers' advisory to all users both in person and via other means of communication. Uses a variety of reference tools including print and non-print sources.
5. Processes requests for materials and fulfills requests in a timely manner.
6. Attends and participates in professional, library and departmental meetings.
7. Keeps abreast of new trends and innovations in the field of public library service, especially children's services.
8. Assists and trains patrons in the use of the catalog, electronic, print and audiovisual resources, computer and other equipment.
9. Plans, prepares and conducts programs that may include storytimes, book discussions, special events, and reading programs. (Birth through 5<sup>th</sup> grade)
10. Conducts tours, trainings, or programs for visiting classes and groups.
11. Prepares and maintains book displays, bibliographies and other patron aids which promote the collection.

12. Prepares and distributes promotional materials (press releases, flyers, slides) for library programs. Prepares and submits information for the library's website and newsletters.
13. Assists with cooperation between the Library and School District and other community agencies, particularly those serving children through grade 5.
14. Maintains familiarity with collections by reviewing newly purchased materials.
15. Prepares monthly reports for department head of accomplishments including programs, displays, publicity, outreach and professional development.
16. Oversees program resources by maintaining a list/index of all programming resources (flannel boards, Ellison dies, puppets, etc.)

### **OTHER RESPONSIBILITIES**

1. Monitors and manages patrons' activities and use of the library in accordance with library policies and procedures.
2. Straightens and cleans public service area as needed.
3. Troubleshoots minor equipment problems.
4. Participates in fulfilling interlibrary loan requests as required.
5. Other duties as assigned.

### **MATERIALS & EQUIPMENT**

This position requires the use of a variety of office machines and office equipment including but not limited to computers, projectors, CD and DVD players, paper cutter, die-cut machine, copy machine, calculator, and laminator.

### **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree or Library Technical Assistant Certificate.
2. One year successful experience in a public contact position.
3. One year successful experience working with children, preferably in a public library setting.

### **OTHER QUALIFICATIONS FOR HIRE**

1. Ability to work days, evenings and weekends.

2. Valid driver's license and access to reliable transportation for occasional travel to meetings and outreach programs.
3. Fluency in written and spoken Spanish desirable.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Strong desire to work with and a sincere respect for young people.
2. Demonstrated skill in creative program development, presentation and storytelling.
3. Working knowledge of reader's advisory service, reference interview techniques, children's literature, bibliographic tools and reference sources, especially those relevant to children and their parents.
4. Working knowledge of current library technology, including automated library systems, online databases, and online ordering systems.
5. Ability to stay calm, exercise judgment and maintain composure in a busy public service environment.
6. Knowledge of and demonstrated ability to provide exceptional customer service.
7. Demonstrated competency in Microsoft Office software (Word, Excel, PowerPoint, Outlook, Publisher)
8. Ability to work and communicate effectively with public and co-workers.
9. Knowledge of child development stages.
10. Ability to work independently.
11. Ability to plan, organize, and prioritize work in order to accomplish quality work in an effective and efficient manner.
12. Ability to follow through tasks to completion.
13. Ability and willingness to work from a team approach by building and maintaining effective and professional working relationships with co-workers.
14. Ability to communicate clearly and concisely, both verbally and in writing, in English.
15. Ability to sort and file documents alphabetically and numerically.
16. Ability and willingness to adapt to change and learn new skills.
17. Ability to meet the expectations outlined in the library's "Guidelines to Staff Performance Expectations"

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

Example: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, move, squat, reach and stretch during the work shift. The employee works in an active environment and must be able to move frequently and quickly around the Library. Speech and hearing abilities are essential. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good hand/eye coordination for gripping and manipulating materials and objects. A keyboard, mouse, and scanner are used for inputting and retrieving computer data. The employee must lift 25 pounds. The employee must transport or move up to 100 pounds of library materials from one location to another using a wheeled cart.

Work is performed in a normal office environment where there is little or no physical discomfort associated with changes in the weather or discomfort associated with noise. Occasionally, the employee may be required to work at a location other than the library, including outdoors.