

Classification: Library Associate II

Title: Library Associate II, Early Childhood Associate, Youth Services (full-time)

Department: Youth Services

Reports to: Manager, Youth Services Department

Hours: Full time at 40 hours per week including days, evenings and one or more Saturdays a month as scheduled. Schedules may be altered depending on the needs of the library.

Job Objective: A Library Associate II, Youth Services works closely with the public and performs a variety of clerical and technical duties related to the circulation of library materials. This position also answers general information, reference, and reader's advisory questions; provides high quality customer service to patrons of all ages, focusing particularly on youth and their caregivers; and maintains an orderly and welcoming library. This position plans and executes programs for preschool age patrons and their caregivers. This position works under the supervision of the Department Manager.

Essential Job Functions and Responsibilities:

- Checks out and checks in materials using a computerized system; registers patrons; collects fines and fees; renews materials and manages reserves; accepts and processes various forms; answers circulation questions from patrons in person or by telephone.
- Provides basic reference and reader's advisory assistance to patrons in person or by telephone.
- Effectively assists patrons in locating library materials.
- Maintains an orderly and attractive library collection: verifies and sorts returned materials, cleans materials as needed; shelves materials, reads shelves as needed and assigned; assists with displays of materials.
- Assists library patrons in making effective use of library resources, equipment, and services within the department.
- Maintains a high level of effective and efficient customer service in assisting all patrons.
- Plans and coordinates library story times.
- Creates and executes additional preschool programs as needed.
- Promotes early childhood programs in-house, on social media, and in local media.
- Acts as liaison between local preschools and library.
- Coordinates with SPARK for parent programs and promotions.
- Assists with programs as needed.

- Consults with teachers and prepares collections for their use.
- Shows tact and courtesy with the public and with other staff members.
- Pulls Cargo list and sorts materials.
- Solves routine problems under supervision.
- Performs opening and closing procedures.
- Keeps supervisor informed of departmental needs and concerns.
- Attends pertinent meetings, training courses, and undertakes special training activities, as directed.
- Additional duties may be assigned. Such duties are non-essential functions of this position.

Qualifications:

- Associate or Bachelor degree with a focus on early childhood education or equivalent combination of education, experience, and training which provides the required knowledge, skill, and ability.
- Demonstrated successful experience in library service to children or a combination of educational programs and experience demonstrating success with groups of children and knowledge of children’s literature and materials.

Knowledge, Skills, and Abilities

- Keyboard and mouse skills.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to work closely and effectively with children, individually and in groups.
- Ability to perform routine tasks quickly and accurately, with attention to detail.
- Ability to work effectively with regular interruptions and while switching between tasks.
- Ability to work cooperatively with other staff to ensure the smooth operation of the Library.
- Ability to consistently present Minerva Public Library and its services in a positive manner.
- Ability to work independently and make sound decisions.
- Ability to communicate clearly in English with Library patrons and staff in person and over the telephone: listen, understand, speak, and write effectively.

- Ability to read and understand printed and on-screen information.
- Ability to assist patrons who may have any type of disability.

Environmental Conditions:

- Work is performed in an office-like setting, but with the need for considerable mobility and some physical stamina: walking, bending, stooping, stretching, and long periods of sitting and standing at a variety of desks and service points; manual dexterity required for computer work; lifting up to 40 pounds and moving loaded book carts and other library equipment and fixtures.

Machines, Tools, Equipment, and Work Aids:

- A variety of desktop and portable computers, Ellison die machine; laminator; photocopier; fax machine; and telephone system.
- CD-player; digital projector; videogame consoles; ELMO projector.