



North Shelby Library

Job Description – Children’s Programming Assistant Part-Time

General Statement of Duties:

Works in a variety of capacities in the assigned department including with the daily duties of planning and/or assisting with programming, reader’s advisory, and shelving under the direction of the Children’s Librarian; performs directly related work as required.

Distinguishing Features of the position Children’s Programming Assistant:

The principle function of an employee in this position is to perform daily departmental tasks such as planning/assisting with programming, assisting patron’s needs, and shelving. The work is performed under the supervision of the Children’s Librarian, but leeway is granted to exercise independent judgment and initiative regarding departmental matters. The nature of the work performed requires that an employee in this position establish and maintain effective work relationships with the Director of Library Service, the Children’s Librarian, coworkers, and the general public. The principle duties of this position are performed in a general library environment.

Examples of Essential Work:

- Plan and implement assigned departmental programming;
- Assist with departmental programming planned by others;
- Cover desk as scheduled;
- Supervise assigned staff member(s);
- Work with Children’s Librarian to ensure program coverage;
- Plan and implement Children’s Summer Reading Program under the direction of the Children’s Librarian;
- Assist with reader’s advisory materials and services;
- Assist patrons with technology;
- Assist patrons with library resources;

- Assist in the selection of library materials;
- Create marketing materials;
- Assist in processing library materials;
- Assist patrons with the use of the online catalog and public access computers;
- Answer general information questions regarding library procedures and policies;
- Shelve, straighten, and shift materials in the department;
- Weed collection as needed for condition in accord with North Shelby Collection Policy;
- Compile monthly materials orders for assigned collections and within allocated budget to be submitted to the Children's Librarian before the end of each month;
- Assist with departmental statistic tracking;
- Monitor department and library cleanliness;
- Attend meetings, conferences, workshops, and training sessions as needed or assigned;
- Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Enforce compliance with the personnel manual of staff under supervision from the Children's Librarian;
- Additional tasks as needed or as assigned by supervisor or Director of Library Services.

Required Knowledge, Skills, and Abilities:

- Substantial knowledge of department specific library functions, rules, policies, and procedures;
- Knowledge of the Dewey Decimal System;
- Substantial knowledge of department specific materials and resources;
- Substantial knowledge of North Shelby Library policies and procedures;
- Substantial knowledge of library equipment set-up and take-down;
- Substantial knowledge of various resources available throughout the library system;
- Ability to fulfill assigned goals and tasks;
- Ability to organize and prioritize work;
- Ability to maneuver and manipulate objects among high and low shelves;
- Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field;
- Experience in library operations;
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities to perform work.

Preferred Qualifications:

- Previous experience working with children in educational or library setting;
- Strong knowledge of phonics-based literacy strategies and early childhood development techniques;
- Ability to create engaging programs tailored to different age groups.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively in public and private;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, Ellison press, and other library equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and manipulate objects among high and low shelves and function within a library environment.

Approved by: _____ **Date:** _____