



C.A. Friday Memorial Library Job Description

Position Title: Library Assistant		Department: Library – Youth Services	
Reports To: Youth Services Supervisor	Part-Time 19 Hrs/Week	FLSA Code: Non-exempt	

Position Summary: Under direction of the youth services supervisor, plans and presents programs for children and families; performs clerical/administrative work; performs related work as required. Assists the supervisor in planning and organizing the activities of the department; assists library customers in the use of library services, facilities and equipment; interprets library policies to customers.

Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Provides reader's advisory services. Answers reference and information questions regarding children's and young adult materials and services. Assists customers in locating, selecting, and using materials and equipment, including electronic services.
➤ Responsible for department in absence of the Youth Services Supervisor.
➤ With direction, creates promotional displays, bulletin boards, and bibliographies.
➤ Plans and provides ongoing programming for infants, toddlers, pre-schoolers, school age children, teens and their families and caregivers.
➤ Participates in outreach at community events, daycares, preschools and schools.
➤ Under guidance of the supervisor, selects and evaluates juvenile materials.
➤ Contributes to Library column/blog covering Friday Memorial Library collections, services, and events
➤ Assists customers in the use of library equipment, electronic resources and online card catalog. Answers questions related to library policies and procedures.
➤ Maintains familiarity with children's and young adult literature. Read professional literature & listservs to stay current on trends related to youth services

Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Compile statistics for reports
➤ Runs errands
➤ Serves on library/city committees.
➤ Perform other duties as assigned.

The C.A. Friday Memorial Library Board of Trustees has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as

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an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Qualifications: The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Knowledge of library services.
- Ability to work enthusiastically and effectively with children, teenagers and adults in the library and community.
- Positive attitude, enjoyment of challenging work, ability to meet deadlines, and a willingness to work in a flexible environment with quickly changing tasks and priorities.
- Ability to manage and balance the multiple tasks associated with the day-to-day services of the library.
- Ability and initiative to work independently with minimal direction.
- Sensitivity to customer privacy and intellectual freedom issues
- Strong organizational skills.
- Ability to work accurately with attention to detail.
- Ability to efficiently operate a variety of office and library equipment including computer and printer, photocopier, fax machines, and media equipment.
- Proficiency in the use of word processing software.
- Knowledge of or ability to learn how to efficiently use desktop publishing software.
- Possession of a valid Wisconsin driver's license and the ability to maintain a good driving record by following traffic laws and regulations to ensure the safe operation of city vehicles.

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our customers and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Position Evaluation Factors:

Organization Contacts: Carleton A. Friday Memorial Library

Education and Experience: Minimum of 2 years' experience working directly with groups of children ages 4-12 and their teachers. Experience selecting high interest, quality children's literature to share with children. Experience creating age-appropriate, book-based activities. A criminal background check will be completed on final candidates.

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Working Conditions: Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time.

*The Friday Memorial Library is a department of the City of New Richmond.
The Library is an Equal Opportunity employer.*

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