



## JOB DESCRIPTION

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### **LIBRARY ASSISTANT (PT/Substitute\*)**

(\*Part Time approximately 15 to 19 hrs. per week.)

#### DEFINITION

Under the supervision of the Senior Librarian, assist in planning, conducting, and participating in a program of service for children including patron assistance, conducting storytimes, and other children's programs.

#### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists patrons in using the resources in the Children's Room; answers questions; provides readers' advisory services; provides instruction to on-line resources, referring to librarians when appropriate.
2. Creates and maintains library displays.
3. Assists in planning and implementing children's programs, including the Summer Reading Program, storytimes, reading clubs and workshops.
4. Participates in collection maintenance; suggests materials for purchase and weeding.
5. Assists in preparing bibliographies, pathfinders, user guides and other printed and website materials.
6. Composes and produces correspondence and publicity materials.
7. Assists in community outreach when necessary and appropriate.
8. Aids in coordinating and training of volunteers.
9. Assumes responsibility for activities in the Children's Room in the absence of supervisory staff.
10. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

#### QUALIFICATIONS/GUIDELINES

##### **Education and/or Experience**

A Library Assistant shall possess a baccalaureate degree from an accredited college and university; some work experience in a library and with children is highly desirable.

##### **Knowledge, Skills and Abilities**

Ability to communicate well with children and adults in person, on the phone, and in writing. Affinity for working with children and, after training, to interpret and recommend materials based on a child's age and stage of development. Knowledge of children's literature. Basic computer skills, creativity, and patience. Must be able to work some evenings and weekends.



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### Special Requirements

Possession of, or ability to obtain an appropriate California driver's license and a satisfactory driving record.

### ESSENTIAL ELEMENTS

#### Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

#### Stress Factors

High pressure in assisting the public. Ability to interpret and explain actions to the public and supervisor.

#### Work Environment

Considerable work with the public and with staff; verbal contact, face-to-face and telephone.

#### Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

#### Equipment

Computer, keyboard, printer, CD-ROM, telephone, calculator, photocopier, micrographic equipment and automated circulation equipment.