



LIBRARY ASSISTANT – YOUTH Position Description

Pickaway County Library
Last updated 1/2024

DEPARTMENT: Youth Services

REPORTS TO: Youth Services Manager

FLSA: Non-Exempt

RANGE: 2

POSITION SUMMARY

Under direct supervision, this position provides customer service to children, teens, and their caregivers at the Main Library by engaging with them in conversation, activities, and by promoting literacy and reading. This position is also responsible for planning, presenting, and promoting quality storytimes, youth programs, services, and outreach.

DUTIES

Duties listed are meant to illustrate the type of work performed; omission of a duty on this list does not exclude its inclusion in assigned tasks.

1. Researches, plans, and implements storytimes and other programming to children, teens, and the adults who serve them.
2. Works with the Collection Development Manager and Youth Services Manager to perform collection maintenance duties as assigned.
3. Provides proactive and welcoming customer service to patrons.
4. Performs circulation duties, such as register new patrons, maintain circulations records, check in and out materials, performs opening and closing routines.
5. Assists patrons with the use of public computers and the library public access catalog (PAC).
6. Assists patrons checking out materials via self-checkout stations or via staff checkout.
7. Answers routine reference questions and provides readers/ viewers advisory to patrons.
8. Processes incoming and outgoing materials transported between consortium libraries.
9. Maintains personal skills to assure quality of service in customer service, technology, information services, and readers/ viewers advisory.
10. Organizes materials to be shelved with exceptional attention to detail.
11. Shelves items in an accurate and timely manner.
12. Exhibits working knowledge of library policies, procedures, and operations.
13. Keeps abreast of information by regularly reading email, meeting minutes, and staff procedures.
14. Utilizes e-mail, voicemail and other library technology to maintain open channels of communication.
15. Demonstrates a positive attitude and supports library goals and objectives.
16. Performs a variety of clerical tasks and other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Ability to deliver programs and to speak before groups
- Ability to handle confidential information with discretion and to remain calm in stressful situations
- Proficiency in the use of common computer software programs and the ability to use library-specific software

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Experience working in a public library
- Working knowledge of traditional and electronic resources related to public service in a library setting including web sites, social media platforms, and databases

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to operate standard office equipment, daily
- Ability to lift and move up to forty (40) pounds, occasionally
- Ability to push book trucks with up to 150 pounds of materials on them, daily
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Ability to sort and file materials accurately in alpha-numeric order
- Ability to work in a team setting
- Requires availability for extended hours as needed
- Requires evenings and weekends
- Requires periodic participation and attendance at events and trainings
- Requires ability to travel to off-site locations

By signing below, I signify that I understand the responsibilities of the position, meet the minimum qualifications, and am capable of meeting the required duties:

Employee Signature

Date

Pickaway County Library is an Equal Opportunity Employer. In addition, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.