

“To Inform, Enrich & Empower”
Jasper County Public Library
Job Description

Title: Youth Services Assistant

Classification: Library Assistant II

Branch/Department: Wheatfield Library

FLSA: Non-exempt

Reports to: Branch Manager

General Summary:

Plays a key role in attracting families to the Library, developing an interest in lifelong learning, and building community support. Provides prompt, accurate, efficient and friendly service, bibliographic instruction for both print and online resources, assists with juvenile and young adult collection maintenance, programming, and development of bibliographies, brochures and book displays for the youth services department.

Primary Responsibilities and Duties:

Essential Functions:

- Provide prompt, accurate, friendly, and efficient service
- Provides instruction for both print and online resources
- Assists with juvenile and young adult collection development and maintenance
- Responsible for juvenile and young adult programming as directed by Youth Services Specialist. Assists to keep information flowing to staff about upcoming events
- Assists with the development of bibliographies, posters, signage, brochures, and book displays for the Youth Services department
- Assists with school relations
- Must adhere to library Internal Control Standards and System

Other Duties:

- Keep children's/YA series box updated
- Keeps inventory of craft supplies
- Keeps craft-to-go kits ready for circulation
- Finds craft ideas for programs
- Serves on special committees/work groups
- Assist patrons with computer software use
- Attend workshops beneficial to your duties, as available/as staffing allows
- Special tasks as assigned by supervisor

Knowledge, Skills, and Abilities Required:

Education/Experience: High School Diploma or equivalent with two years of college or with three years library experience or with special technical expertise in a specific area of library operation. 1 year experience working with children.

Contact with Others: Must demonstrate approachability, ability to work well with youth of all ages, teachers, and parents, ability to provide group presentations, sensitivity in responding to questions of an emotional or personal nature, non-judgmental attitude toward reference questions *and* reading preferences, ability to provide information without offering advice, ability to remain calm and composed when dealing with difficult situations, ability to

work as a team member, willingness to support the fundamental principles of library services such as: open access to library materials in any format to people of all ages; the Library's obligation to provide materials representing a variety of viewpoints; a patron's absolute right to privacy in dealings with the Library and with respect to records maintained by the Library.

Mental/Analytical Demands: Must demonstrate creativity, attention to detail, ability to perform tasks while remaining attentive to patron needs, ability to make independent decisions, ability to handle multiple responsibilities/deadlines, ability to conduct a successful reference and reader's advisory interviews, and ability to learn the use of general office equipment

Certification, Licensure, Registration: None

Working Conditions:

Physical Requirements: Ability to read aloud in a clear and easy to understand manner, move in a timely manner throughout the public services area of the library. Must be able to perform circulation desk duties for a minimum of four hours per day. Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height. Routine lifting of library materials up to 20 pounds. Ability to travel between libraries when necessary.

Working Environment: Constant Public Contact. Highly computerized workplace. Evening and Saturday work required.

Equipment Used: Basic knowledge of personal computers required. Ability to learn to use general office equipment.

General Statement: The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

Effective Date: 12/12; revised 10/24; reviewed 2/25