

POSITION DESCRIPTION  
**GARY PUBLIC LIBRARY**  
An Equal Opportunity Employer  
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Job Title: **CHILDREN'S SERVICES ASSOCIATE**

Department: Children's Services

Immediate Supervisor: Children's Services Manager  
Asst. Services Manager (work supervision)

Positions Supervised: None

**JOB RESPONSIBILITIES:**

Under general supervision, the Children's Services Associate assists patrons in locating, selecting and reserving materials, instructs patrons in the use of equipment, assists with developing and conducting programs and with the maintenance of the department collection.

**QUALIFICATIONS:**

Bachelor's degree and a minimum of two (2) years library experience or an equivalent combination of education, training and experience.

**WORKING CONDITIONS:**

The Children's Services Associate will be required to work a flexible schedule including evenings and weekends.

Position available for inside and outside applicants. Please submit your resume and letter of interest electronically to: Merri Roddy, Executive Assistant, at [roddym@garypubliclibrary.org](mailto:roddym@garypubliclibrary.org). Resumes and letters of interest will be accepted until position is filled.

## GARY PUBLIC LIBRARY

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"><li>• Library policies and procedures</li><li>• Basic library science and information technology</li><li>• Children's programming and services</li><li>• Child development</li><li>• Basic collection maintenance techniques</li><li>• Reader interest levels and materials selection tools</li><li>• Wide range of children's books and authors</li><li>• Electronic information resources</li><li>• Automated catalog system</li></ul>	<ul style="list-style-type: none"><li>• Organize, prioritize and coordinate multiple tasks</li><li>• Develop and implement library programs</li><li>• Communicate effectively in written and oral form</li><li>• Prepare accurate and concise reports</li><li>• Establish a rapport with children and their caregivers</li><li>• Interact and respond appropriately to patrons</li><li>• Present a professional image the public</li><li>• Maintain effective working relationships with supervisor and co-workers</li><li>• Maintain confidentiality</li></ul>

**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this position.)

### PUBLIC SERVICE

\* Assists children and other patrons with utilizing the department's services, programs and materials:

- Answers reference and technical questions
- Provides library instruction
- Performs reader's advisory and book talks
- Instructs patrons on library services

\* Assists patrons in locating and selecting books and other materials

- Conducts searches of electronic databases
- Places book and material requests
- Processes interlibrary loans and reserve requests

\* Assists patrons in using library services, equipment, reference materials, electronic databases and software

- Assists with coordinating department activities with library events
- Assists with maintaining department files, records, indexes and statistics
- Communicates the mission, goals and objectives of the library

## GARY PUBLIC LIBRARY

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**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this position.)

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### COLLECTION MAINTENANCE

- \* Assists with developing and maintaining the youth services collections
- \* Applies basic collection development principles and policies
  - Performs on-going examination, weeding and upgrading
  - Evaluates materials and resources in various formats
  - Requests new and replacement materials
  - Catalogs books and materials, as assigned
- \* Inspects and mends library materials, as needed
  - Evaluates damaged or worn materials
  - Forwards to bindery or donation, as directed
- \* Maintains knowledge of available materials and patron reading preferences
  - Maintains orderliness of library displays, shelves and furniture
  - Prepares booklists and other bibliographic tools
  - Prepares collection related displays

### PROGRAMMING

- \* Assists with preparing, conducting and coordinating programs and special events for all age groups in the youth services
  - Assists with discussions and story times
  - Assists with promoting children's services in the community and in schools
- \* Assists with special projects and activities
- \* Assists with developing flyers, seasonal displays and other promotional materials for the department
  - Participates with evaluating programs and services

### CHILDREN'S SERVICES

- Assists with providing clerical support for department
  - Answers the telephone
- Performs initial acquisition tasks in receiving material orders
  - Inputs and edits ordering information
  - Maintains and updates on-order database
  - Notifies Children's Services Manager of changes in order status, as appropriate
- Types booklists, book orders and other department documents
- Types requisition papers of department supplies and materials
- \* Participates in developing policies and procedures for the department
- \* Assists with developing and implementing improvements in services and programming

## GARY PUBLIC LIBRARY

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**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by **this position.**)

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### MISCELLANEOUS

- \* Serves as a member of the Children's Council
- Conducts library tours and instructional training, as needed
- \* Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Attends meetings and serves on committees, as requested
- Performs additional duties and assignments, as requested