

POSITION DESCRIPTION
GARY PUBLIC LIBRARY
An Equal Opportunity Employer
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Job Title: **YOUNG ADULT ASSOCIATE**

Department: Reference Services

Immediate Supervisor: Reference Services Manager

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Young Adult Associate assists patrons in locating, selecting and reserving materials, instructs patrons in the use of library equipment, assists with developing and conducting programs and with the maintenance of the department collection. Create displays, plans and implements youth activities including STEAM programs.

QUALIFICATIONS:

Bachelor's degree and a minimum of two (2) years library experience or an equivalent combination of education, training and experience. Must be able to obtain a Librarian Certificate 5, or higher.

WORKING CONDITIONS:

The Young Adult Associate will be required to work a flexible schedule including evenings and weekends.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Date Submitted: February 2025

Pay Grade: 2
Bargaining Unit:
Non-Exempt Exempt

Wage Range:
Overtime: Eligible
Admin Prof. Exec.

GARY PUBLIC LIBRARY

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

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

RESPONSIBILITIES: All duties listed below are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or abilities deemed necessary to perform the job proficiently. This job is not to be construed as a comprehensive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as requested by the Branch/Department Manager subject to reasonable accommodations.

PUBLIC SERVICE

- * Assists young adults, 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
- * Assists patrons in using library services, equipment, reference materials, electronic databases and software
- * Enters patron and library material information into computer system
 - 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

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

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
- * 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

- * Prepares, conduct and coordinate programs and special events for all age groups in the youth services
 - Assists with discussions and story times
- * 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

- Provides clerical support for department
 - Answers the telephone
 - Performs initial acquisition tasks in receiving material orders
 - Inputs and edits ordering information
 - 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
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ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

MAKERSPACE

- Provides services directly to the public in the Makerspace Lab
- Instructing and assisting library users in use of library equipment and software; both one-on-one and group instruction
- Coordinates, plans, and implements appropriate makerspace related library programs, school visits, outreach, and group tours for library users of all ages
- Planning and/or preparing displays, pathfinders, or other informational materials
- Creating a user-friendly environment by creating a high level of customer service
- Assisting with maintenance and troubleshooting of equipment in the makerspace
- Maintains neatness of makerspace lab, public areas, and staff work areas
- Maintains up-to-date knowledge and skills related to the makerspace through continuing education, workshops and conferences
- Communicating problems, recommendations, and planning to the Technology Services Department in timely and ongoing manner

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

* *Denotes an essential function of the job*
