

POSITION DESCRIPTION
GARY PUBLIC LIBRARY

An Equal Opportunity Employer
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Job Title: **CHILDREN'S SERVICES ASSISTANT**

Department: Children's Services

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

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Children's Services Assistant assists patrons in locating and selecting materials, instructs children in the use of equipment and assists with providing programming and support services to the department.

QUALIFICATIONS:

High school diploma and a minimum of two (2) years work experience or an equivalent combination of education, training and experience.

WORKING CONDITIONS:

The Children's Services Assistant 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. Resumes and letters of interest will be accepted until position is filled.

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KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Library policies and procedures* • Library automation systems* • Library programming and services* • Reader interest levels* • Automated catalog system* • Library classification systems* • Basic computer operation 	<ul style="list-style-type: none"> • Plan, schedule and organize work • Follow oral and written instructions • Keyboard, basic level • Gather and compile statistical data • Classify and organize records • Establish a rapport with children and their care givers • Interact and respond appropriately to patrons • Present a professional image to the public • Maintain effective working relationships with supervisor and co-workers • Maintain confidentiality

*May be acquired after hire.

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

- ★ Assists children and other patrons utilizing the department's services, programs and materials
 - Answers basic reference and technical questions
 - Provides library instruction
 - Registers borrowers
 - 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
 - Monitors Internet usage, as appropriate
- ★ Enters patron and library material information into computer system

PROGRAMMING

- ★ Assists with preparing and conducting programs and special events for all age groups in the Youth Services
 - Registers patrons for story hours and special events
 - Prepares craft items
- ★ Assists with special projects, as assigned

★ *Denotes an essential function of the job*

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

PROGRAMMING-Continued

- Assists with developing flyers, seasonal displays and other promotional materials for department
- Participates in evaluating programs and services

CHILDREN'S SERVICES SUPPORT

- ★ Provides clerical support for department staff
 - Answers the telephone, directs calls and takes messages
- ★ Performs initial acquisition tasks in receiving material orders
 - Inputs and edits ordering information
 - Maintains and updates on-order database
 - Notifies librarians of changes in order status, as appropriate
- ★ Types booklists, book orders and other department documents
- ★ Types requisition papers for department supplies and materials
- ★ Assists with maintaining department files, records, indexes and statistics
 - Maintains story hour statistics
- Participates in developing policies and procedures for the department
- Assists with developing and implementing improvements in services and programming

COLLECTION MAINTENANCE

- ★ Assists with maintaining the youth services collection
 - Processes and inventories materials, as assigned
 - Shelves, shifts and weeds materials, as assigned
- ★ Inspects and mends library materials and toys, as needed
 - Evaluates damaged or worn materials
 - Forwards to bindery or donation, as directed
- ★ Assists with determining available materials and patron reading preferences
- ★ Maintains orderliness of library displays, shelves and furniture
 - Prepares collection related displays

MISCELLANEOUS

- Maintains and increases knowledge and skills
- Attends meetings and serves on committees, as required
- Performs additional duties and assignments, as required

★ *Denotes an essential function of the job*