

# Lake County Public Library – Job Description

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**POSITION TITLE:** Assistant Librarian Youth Services ó Branches

**GRADE LEVEL:** PP-7

**SUPERVISOR'S TITLE:** Branch Head

**DEPARTMENT:** Any Branch Location

**FLSA STATUS:** Non-Exempt, Salary

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## **POSITION PURPOSE**

Provide library service to the public.

## **POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL FUNCTIONS**

- Assist with planning, publicizing and implementing programs
- Promote library services through outreach activities such as school and community visits
- Answer reference and reader's advisory questions using books, internet, on-line catalog, and other resources
- Maintain discipline and order in the library
- Supervise, instruct, schedule and evaluate branch personnel as assigned
- Assist patrons in selecting, locating and using library materials

### **OTHER RESPONSIBILITIES**

- Perform circulation related functions as needed
- Recommend and select titles/materials for purchase, weeding, repair and replacement in assigned areas
- Assist with the physical security and maintenance of library and its equipment
- Assist in developing and/or updating bibliographies/reading lists and displays
- Conduct library tours
- Participate in professional meetings and workshop
- Assist in training staff in all branch and ILS procedures
- Prepare reports and statistics for branch as assigned
- Work a schedule that includes weekends and nights
- Responsible for verifying that work time recorded on time sheets matches work time listed on official schedule
- Perform all other duties as assigned

## **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must have the following education and/or experience:

- Bachelor's degree from an accredited college or university is required
- Two years of work experience required
- Children's experience is required
- Library experience desirable
- Must be able to get the Indiana State Library Certification

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Customer Service** ó Provides prompt, attentive, and friendly customer service in-person and by phone; represents the organization well; maintains personal accountability and ownership for providing excellent customer service; seeks and responds to feedback from customers to improve service; follows up and meets commitments; shows willingness to go out of his or her way to help customers.
- **Teamwork** ó Cooperates and works together with all co-workers; plans and complete job duties with minimal supervisory direction, including appropriate judgment; collaborates with and supports coworkers by helping out where needed; creates and maintains positive relationships with coworkers; asks for and listens to coworkers

feedback and incorporates feedback into revised processes; complete work on time and with proper quality; supports cross-training and shares learning with others.

- **Communications and Media** ó Communicates ideas and thoughts clearly, accurately, and respectfully; listens to others and seeks to understand others' perspectives; has knowledge of communication techniques and methods, including alternative ways to inform and educate using electronic media, including but not limited to email, internet, and social media sites.
- **Adaptability** ó Willingness to take on new challenges and responsibilities; open to change and variety within the workplace; works hard to implement successful change in areas of responsibility; recommends and implements changes to improve processes and customer service.
- **Image** ó Portrays a positive image of library; is a strong public ambassador and promotes library programs and services during customer interactions.
- **Technical** ó Proficiency in using computers and related software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outreach events may be conducted within the library facilities or at various community locations
- A valid driver's license is required
- The employee frequently is required to:
  - Stand, walk, and sit
  - Use hands and fingers to handle books, paper, and technology
  - Speak and listen to others
  - See and read
  - Reach with hands and arms
  - Stoop, kneel, crouch, or crawl
- The employee must be able to lift and/or move up to 25 pounds

## **NOTE**

- The Lake County Public Library is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, age, sex, national origin, religion, disability, sexual orientation or any other unlawful basis.
- All employees hired at the Lake County Public Library are subject to transfer anywhere in the Lake County Public Library system.
- The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities and requirements.