



DEPARTMENT: Youth Services

REPORTS TO: Youth Services Librarian

SUMMARY:

Assists the Youth Services Librarian with the department's daily operations by performing various paraprofessional duties as needed, such as providing reference and user services at the public desk.

ESSENTIAL FUNCTIONS:

This document outlines job duties and requirements but may only cover some tasks. Other projects and responsibilities may be added at the library's discretion. Employees may need additional job-specific knowledge and skills.

- Delivers public services for patrons of all ages in a creative, organized, friendly, polite, service-oriented, self-motivated, and enthusiastic manner to create a welcoming library environment.
- Participates in promoting and maintaining the department's collections and services.
- Replenishes materials for the Youth Services environment and activities daily as needed. Communicates with the Youth Librarian when supplies are required.
- Assists with necessary book repair/covering of the Youth Services collection material.
- Assists with creating and maintaining departmental engagement activities and displays.
- Provides readers' advisory and bibliographic instruction to patrons.

QUALIFICATIONS:

To succeed in this role, one must satisfactorily fulfill all essential duties and meet the requirements of knowledge, skill, and ability.

Education and Experience:

High school diploma, GED, or high school equivalency with either three years of library experience OR nine college credit hours of library science courses preferred.

Required Certificates, Licenses, and Registrations:

Employment continuation requires active maintenance of all necessary licenses and certificates without suspension or revocation.

- Maintain Indiana State Library Certification: fee paid by individual; 50 Library Education units (LEUs) every five years.
- Possession of a valid driver's license is required.

Required Knowledge and Skills

- Customer service experience is strongly preferred.
- Familiarity with automated library systems, collection management systems, online tools, resources, and the Internet.
- Understanding standard office practices and procedures, such as filing and operating office equipment.
- Demonstrate consistency in work habits and attendance.
- Follow instructions, library policies, and procedures professionally.
- Proficiency in using personal computers and related software.
- Practical communication skills in both oral and written forms.
- Keep accurate records of work performed.
- Establish and uphold professional connections with employees, contacts, and community members.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands outlined are essential for job performance, with accommodations available for individuals with disabilities.

Physical requirements include mobility for office work, ability to use office equipment, stamina for prolonged standing and walking, strength to lift up to 20 pounds, vision for reading and computer use, and hearing and speech for communication.

WORKING ENVIRONMENT:

Flexibility to work evening, night, and weekend shifts.

The job is office-based, with flexible scheduling based on departmental events.