Petoskey District Library
Job Description
June 2022

Library Assistant – Children's

Supervised by: Children's Librarian
Supervises: N/A
FLSA: Non Exempt
Salary Range: $14 - $17 per hour

We are passionate about building and sustaining an inclusive and equitable environment for all staff and patrons. We believe every team member enriches our overall strength by exposing us to a broad range of ways to understand and serve our community.

General Summary:
The Children's Room Library Assistant will be employed under the direct supervision of the Children's Librarian and will have responsibilities in the area of public service, mostly at the children's public service desk. This is a part-time position (10 – 17 hours/week, depending on weekend coverage)

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Administer the Code Club for elementary age students (training provided)
2. Assist with the administrative duties of the Growing Readers Together program
3. Assist patrons in finding information with excellent customer service skills
4. Assist with programming and materials preparation, when needed
5. Be accountable in relation to Library policies, procedures and routines as well as those for the Youth Services Department
6. Answer telephone
7. Follow security procedures and cooperate with staff in the implementation of opening and closing procedures
8. Shelve materials, shelf read, face out books and arrange book displays, when needed
9. Troubleshoot Public Access Computers, OPAC, and other technology
10. Straighten Children's Area (including the dusting of shelves and incidental "spot" cleaning)
11. Other tasks as assigned by the Youth Services Supervisor or Director.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent is required.
- Computer skills, including a working knowledge of MS Word and Excel.
- Ability to change work priorities as needed.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public and other employees. As regards to the public, this means that children and teens are accorded the same degree and quality of service as any other patron.
- Ability to work independently and with attention to detail.
- Ability to work a flexible schedule, including nights and weekends.
- Over time, the employee will familiarize him/herself with developmentally appropriate reading and reference materials with an eye towards developing comfortable level of expertise with audiovisual, play, internet and technological materials.
- Library skills and knowledge of Child Development are preferred.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms, and use hands to finger, handle, or feel. The employee must frequently lift and/or move light weight objects. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a library setting. The noise level in the work environment is usually moderate.