

**CENTRE REGION COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION**

Job Title: Library Assistant (Part-Time) – Children’s Services

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FLSA Status: Non-Exempt

Grade: 3

Reports to: Head of Children’s Services

Date: May 2021

Agency: Library

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**JOB SUMMARY:** The Library Assistant (Part-Time) – Children’s Services is responsible for providing assistance to the Children’s Department during all hours, including evenings and weekends. This position is responsible for promoting a family-friendly environment by providing directional and reference assistance and providing story-times and child centered activities for children and their caregivers. The position is also expected to be committed to the mission, vision, and values of the Centre Region Council of Governments and the Schlow Centre Region Library.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Library Assistant (Part-Time) – Children’s Department may be asked to perform. Other duties may be assigned.

1. Administrative

- Supervise evening and weekend activities of the Children’s Department including establishing priorities, assigning work, and ensuring its completion.
- Shelve and straighten materials in the Children’s Department including books, videos, and toys.
- Prepare book displays, booklists, and exhibits, and catalog certain audio-visual material for the Children’s Department.
- Assist in the preparation and execution of children’s programs and activities.

2. Public Relations

- Provide reference assistance and reader’s advisory service in the Children’s Department on a daily basis to users of all ages.
- Answer phone and direct calls as appropriate, or answer inquiries as appropriate.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

**EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent.
- Minimum one (1) year library experience preferred.
- Experience working with children.

**SKILLS AND ABILITIES**

- Ability to cooperate with staff, volunteers, and the public.
- Ability to instruct and train pages and volunteers in methods and procedures.
- Ability to be detail oriented for cataloging
- Ability to deal with the public in a professional and courteous manner.

- Ability to work with all segments of the population including children, teens, older adults, disabled individuals, and individuals with varied ethnic origins.
- Knowledge of automated library systems including automated catalogs.
- Ability to navigate the library website and support its operation as a virtual branch
- Knowledge of children’s literature.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with staff, volunteers, and the public.
- Ability to communicate in both written and verbal form with clarity and precision.
- Ability to communicate with children and their caregivers in a friendly, enthusiastic, and knowledgeable manner.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to distribute work among co-workers or others.
- Ability to plan work and establish priorities.
- Ability to respond to complaints and grievances.

**PHYSICAL AND WORK ENVIRONMENT:** The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

#### **Physical Environment:**

- The duties of this job include physical activities such as repetitive motions, seeing/observing, hearing/listening, talking, grasping, keying, lifting, pulling, pushing, walking, standing, reaching, crouching, kneeling, stooping, balancing, climbing, crawling, and feeling. The physical requirement for this position includes sedentary, light and medium work, and heavy work requirements occurring less frequently.

**Work Environment:** The work environment may include some or all of the following:

- Ability to work under distractions such as telephone calls and other disturbances.
- Ability to work in an environment with repetitive activities (performance of the same physically demanding activity).
- Ability to work under time pressures (frequent rush jobs, urgent deadlines, etc.).
- Ability to work in unpleasant social situations (necessity of dealing with irate or disturbed individuals).