



JOB DESCRIPTION

CHILDREN'S SERVICES ASSISTANT, part-time, non-exempt (Cody)

The Park County Children's Services Assistant works with the Children's Services Librarian to facilitate the smooth operation of the Park County Library and assists in maintaining and upgrading library services provided to the children of Cody and outlying areas. The assistant works with other staff members to project a favorable image of the Cody Library and the Park County Library System as a whole.

SUPERVISION

- Answers to the Park County Children's Services Librarian
- Assists in the supervision of Library Pages and Volunteers

Major areas of responsibility:

- Assists with all areas of children's services, activities, and programming for the Cody Library. These include: story times, summer reading programs, working with homeschoolers, library orientation classes, school visits and other programs.
- Develops and presents story times to toddlers and preschoolers, including preparing craft activities.
- Participates in training patrons to use various aspects of the computers for on-line research, and troubleshooting minor computer software problems.
- Helps monitor computers in Juvenile Department, making minor adjustments or referring problems to technology coordinator
- Provides patron services (circulation, reference assistance)
- Maintains discipline in department
- Participates in materials selection, weeding, and collection development for the Children's Department
- Handles juvenile overdue materials and statements
- Shelving of books, reading shelves, and, if needed, book repairs for the Children's Department
- Prepares craft activities for various programs
- Any other duties as assigned by the Children's Services Coordinator or the County Librarian which are necessary and appropriate for the smooth operation of the Park County Library

MINIMUM QUALIFICATIONS

Bachelor's Degree, with preferred major in elementary education or child development, or MLS with emphasis on children's services, or the equivalent in education and experience. Library experience preferred.

OTHER SKILLS ABILITIES AND KNOWLEDGE

- Broad knowledge in general subject areas and knowledge of authors, books, readers' interest, and reading levels
- In depth knowledge of children's literature
- Knowledge of and/or experience in the design and development of programming for children
- Energetic, motivated, and creative with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Ability to attend meetings and conferences as required by Library Director
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to effectively present information to other employees of the organization and to the public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
- Ability to apply common sense understanding to carry out written and oral instructions

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; to talk and to hear. The employee is required to stand for long periods of time – two (2) to four (4) hours. The employee is required to sit for long periods of time. The employee is occasionally required to walk, climb or balance, stoop, bend, kneel, and crouch or crawl.

Employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds in order to handle books, AV equipment, and boxes. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description supersedes any previous description for this position.