

Loutit District Library

Job Description

Job Title: Library Assistant II – Youth Services (28 hrs)

Reports to: Head of Youth Services

Job Summary:

The position of Library Assistant II – Youth Services is a paraprofessional position. Under the supervision of the Head of Youth Services, this position provides reference and reader's advisory services, participates in collection development and children's programming, and has extensive contact with library patrons.

Primary Responsibilities:

- Provides youth reference and reader's advisory services.
- Participates in collection development.
- Assists in cataloging and processing of youth department materials.
- Assists in creating, planning, and implementing programs in collaboration with other youth department staff.
- Assists with instruction related to digital services, devices, and downloads in group and one-on-one settings.
- Participates in developing collaborations with schools and organizations.

Secondary Responsibilities:

- Assists with the circulation of library materials as needed.
- Reads library journals/publications for professional development.
- Participates in staff meetings and trainings.
- May attend local, regional, and state workshops and conferences.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of public library principles and practices. Ability to learn and apply local library policies.
- Familiarity with reader interests for youth of all ages.
- Knowledge of popular culture for children and families.
- Proficiency with Microsoft Office, Google Suite, digital services and devices.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.
- Strong customer service skills and patience with users.
- Must possess a sense of alphabetical and numerical order.

Requirements:

- Minimum of a Bachelor of Arts or Bachelor of Science degree from an accredited college or university.
- Public library experience preferred.
- Flexible schedule including evenings and weekends.

Physical Requirements:

- Ability to lift, carry, and transport up to 40 pounds.
- Ability to shelve or retrieve books through bending and reaching.
- Ability to retrieve library materials from all heights of shelves and access all locations in the library.
- Ability to enter and access information on a computer.

Working Conditions:

- Climate-controlled building. May work off campus in a variety of environments.
- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.

Reporting Relationship:

Reports to the Head of Youth Services. In absence of that person, reports to the Person in Charge.

The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Approvals:

_____	_____	_____
Library Director	Date approved	Date reviewed
_____	_____	_____
District Library Board	Date approved	Date reviewed