



JOB DESCRIPTION

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Teen Services Manager
Location:	Martin Library	Classification:	Part-Time/Non-Exempt
Department:	ML Teen Services	Hours:	22-26 hours per week
Schedule:	Tues 1:00 PM – 8:00 PM / Thur 1:00 PM – 8:00 PM/ Fri 11:00 AM – 5:30 PM / Sun 12:30 PM – 5:00 PM		
Summer Hours	Tues 12:30 PM – 8:00 PM / Thur 12:30 PM – 8:00 PM/ Fri 11:00 AM – 5:30 PM / Sun 12:30 PM – 5:00 PM		

GENERAL DESCRIPTION

Under the supervision of the Manager of Teen Services, the Library Assistant will provide assistance to a diverse population of members in using library resources. The Library Assistant will primarily be involved in the day-to-day functions of the Teen Forum – greeting members in the Teen Forum; informing members of and enforcing Teen Forum/library rules, checking in/out materials, shelving books, opening/closing duties, creating/updating customer records, etc.

EDUCATION & EXPERIENCE REQUIREMENTS

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- Candidate must have a high school degree or equivalent.
 - Experience providing customer service in an urban public library is preferred.
 - Experience working with children/teens is preferred.
 - Candidate must have current Child Abuse clearance; PA Criminal History; FBI fingerprint based record check; and Mandated Reporter Training certificate

GENERAL REQUIREMENTS

This position requires someone with excellent communication skills and the ability to interact with a diverse Teen population. The Teen Library Assistant must be enthusiastic; flexible; and have the ability to work constructively with a team. The Teen Library Assistant must be comfortable using computers; learning new software; performing computer based research; and trouble-shooting computer hardware and software issues.

PHYSICAL REQUIREMENTS

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- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
 - Must be able to push/pull carts weighing up to 120 pounds.
 - Must be able to reach, lift, and stretch throughout the work day.
 - Must be able to stand and/or walk up to four (4) hours at a time.
 - Must be able to sit for up to four (4) hours at a time.

DUTIES AND RESPONSIBILITIES

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- Along with the Teen Services Manager, assist with the planning and implementation of programming for teens.
 - Understands the operation of Martin Library's Teen Forum and informs members of library rules and policies and enforces these.
 - Understands the operation of the Teen Forum and Computer Lab and assists members using the computers.
 - Performs duties related to checking in and checking out library materials. This includes using an item scanner and the ILS.
 - Creates new member records and posts or responds to messages on member accounts.
 - Assists members with locating library materials, using catalog searches when needed.
 - Monitors use of computer system in the Teen Forum Computer Lab.
 - Shelves, straightens, and organizes materials in the Teen Forum.
 - Ensures that the appearance of the desk area and the shelving units are neat, clean, and organized.
 - Assists with program preparation, including set up of area, preparing craft material, and other work as necessary.
 - Works with team members to create a caring, courteous, and respectful environment.
 - Assists in implementing, and recommends to the Teen Librarian, ideas that will improve customer service.
 - Works on special projects or list of continuous tasks when there is down time.

- Performs additional duties and special projects, as directed by management

ACKNOWLEDGEMENT

I understand the description of this job and the essential function, as given here. I also understand all of the duties of this position are not described here and that I will perform those duties described here and other related duties as directed by my supervisor or management.

Employee Name

Employee Signature

Date