



Job Title	Children's Services Assistant
Department	Library
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

This position is responsible for providing support functions to the Children's Department. Assists in managing books and resources, helping patrons, and supervising the Children's Room operations to ensure reasonable quiet, orderliness, and patron compliance with library policies.

Supervision

Received	Children's Supervisor
Exercised	Assigns work to an employee or employees, without acting in a supervisory role.

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 which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Interact with Children's Room patrons, assisting in locating materials. Assist in person or via phone or Internet with reference questions and other inquiries, answering questions or directing patrons to appropriate areas of the Children's Room. Check availability of items on computer, assist in physically locating items for patrons, place reserves for later pick up for items not available. Search for information and respond to reference questions, using print and electronic sources. Instruct patrons in the use of library technology and equipment. Explain library policies.
- Receive and process Children's Room materials orders—open boxes and check invoices. Assist in cataloging activities related to Children's Room materials. Search Minuteman database for correct item record and enter necessary data (codes, circulation status, shelf list information, volume number, item notes). Place barcodes and spine labels on new materials and process materials for circulation.
- Process Children's Room overdue notices and bills, utilizing Minuteman Library Network computerized circulation system. Open and close Children's Room computers.
- Assess materials returned and deemed in need of mending. Determine proper action required for each item and make simple mends.
- Monitor and maintain orderliness of the Children's Room shelves and other collection materials. Assist with weeding activities. Direct pages and volunteers in the proper method of returning materials to shelves.
- Assist with Children's story time and craft programs.

- Produce brochures and bookmarks for promotion of library events.
- Manage the Children's Room in the absence of the Children's Supervisor and the Children's Librarian.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

Graduation from a college or university with a Bachelor's Degree, and one to three (1 – 3) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of library and Children's Room operations, policies, and procedures. • Knowledge of current library technology, its application within a regional library network.
Ability to	• Ability to communicate effectively to establish positive public relations for the Town, the library, and the Children's Room; and to interact effectively with a wide variety of people. • Ability to adapt to frequent changes. • Ability to enforce library and Children's Room policies fairly with patrons. • Ability to work independently and prioritize multiple tasks. • Ability to maintain focus and productivity with interruptions.
Skill in	• Interpersonal and customer service skills.

Necessary Special Requirements

- Evening and weekend work required

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.

- Environment subject to constant high public traffic volume, constant interruptions, noise, and odors.
- Regular lifting of books and related library materials; frequent moving of book carts.
- Extended periods of time on the computer, telephone, assisting patrons at workstations, operating other office equipment, requiring eye-hand coordination and finger dexterity
- Frequent standing, walking, bending, reaching, climbing stairs.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer