

# CHILDREN'S SERVICES ASSISTANT

<b>Responsible to:</b>	Children's Services Supervisor
<b>Classification:</b>	Preprofessional
<b>Qualifications:</b>	Bachelor's degree Relevant experience working with children Knowledge of children's literature Knowledge of computers and applicable technologies Ability to work well with staff and public Must have valid driver's license Ability to work days, evenings and weekends as required
<b>Primary Function</b>	Under the general supervision of the Children's Services Supervisor, assist children in the use of the library and its resources  Guide adults who select materials for children to the resources available  Assist with program planning and implementation
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Provides patron's guidance and reference service</li><li>2. Demonstrates competency using computers with the public and library automation systems</li><li>3. Participates in collection development and maintenance</li><li>4. Assists with program planning, promotion, presentation and evaluation</li><li>5. Networks contact with schools and other community agencies concern with children</li><li>6. Arranges class and other group visits to the library by appointment and presents programs requested</li><li>7. Creates library displays and bulletin boards</li><li>8. Demonstrates knowledge of library policies and procedures</li><li>9. Maintains a welcoming environment for those who use the library</li><li>10. Works effectively with other library staff as well as the public</li><li>11. Supervises other staff including pages and/or volunteers</li><li>12. Participates in staff development by attending workshops, in-service training programs and meetings as appropriate, and maintains professional reading</li><li>13. Supports Behavior Policy (library code of conduct)</li></ol>

14. Performs other related duties as required

**Physical Demands** Work requires physical effort in the repetitive handling of materials, boxes, tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.

7/20/2017