



## Library Assistant - Youth Services

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**DEPARTMENT:** Library  
**CLASSIFICATION:** Non-Exempt

**SUPERVISOR:** Library Director  
**PAYROLL:** Grade H

**POSITION SUMMARY:** Provides general library services in youth services; including reference, reader advisory, and collection maintenance; provides special library services such as summer reading programs, story times and other programs that promote literacy and reading to children, young adults and families.

### **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- Develop, plan, and implement various programs for children, young adults and families.
- Maintains and applies knowledge of library automation system.
- Plans and implements youth related programs and other special events for children and parents such as story time and summer reading.
- Visits school classrooms or welcomes school groups to promote reading, library materials and library programs available for young people.
- Coordinates with library director on grant writing and reporting.
- Organizes attractive displays in the children's section of the library.
- Assists with collection development for the children's area including ordering, cataloging, and weeding.
- Contributes to a positive work environment.
- Maintains cooperative relationships with City personnel, elected officials and other agencies.

### **AUXILIARY JOB FUNCTIONS**

- Works at the circulation desk when assigned.
- Assists patrons with reference questions, checking materials out and in, and shelving materials.
- Answers the phone as needed.
- Performs related duties as required.

- Maintain proficiency by attending training and meetings; participate in Chemeketa Cooperative Regional Library Service Children’s committee and others as needed.

## **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION / EXPERIENCE**

- Bachelor’s degree or college coursework in education, supplemented with additional coursework in early childhood education, brain development, or early literacy and at least one year of experience working with children, preferably in a library environment is required or any combination of that demonstrates the knowledge, skills, and abilities to perform the above duties.
- The position requires the ability to interact in a busy public service environment, involving continual contact with children and the general public. This position performs duties requiring adherence to standards of accuracy, timeliness, tact and confidentiality.
- Must be able to operate a computer, operate library machines and equipment. Must have skills to work well with a group of children, and have training or experience in current research of brain development and early literacy.
- This position requires a thorough knowledge of library practices, procedures and techniques; knowledge of children’s literature and children’s reading programs and activities; a working knowledge of the laws, regulations and departmental policies pertaining to library services.
- This position requires skills in dealing with children, their parents and the general public; providing age-appropriate activities and materials for young people; and in the use of computers and library equipment.
- The position requires the ability to be creative, have imagination; plan and present programs that are developmentally appropriate; direct craft activities; supervise volunteers; establish good rapport with children and their parents; work with interruptions; communicate clearly and effectively verbally and in writing.

## **CERTIFICATES/LICENSES/REGISTRATIONS**

- This position does not require any certificates, licenses, or registrations.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The Library has usual office working conditions.
- The noise level in the work area is typical of most library and/or office environments with telephone, personal interruption, and background noises.
- Work schedule may include evening and weekend hours.

## **PHYSICAL ABILITIES**

*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 position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects.
- The position requires mobility. Duties involve moving materials weighing up to twenty pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to forty pounds.
- Manual dexterity and coordination are required over 50% of the work period which operating equipment, such as a computer keyboard, typewriter, calculator, and standard office equipment.

## **SUPERVISION**

- Works under the general supervision of the Library Director.
- Serves as the lead worker in the department.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

\_\_\_\_\_  
Library Assistant – Youth Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date