

City of Elkhorn

POSITION TITLE: Youth Services Aide **FLSA:** Non-Exempt
DEPARTMENT: Library **REPORTS TO:** Youth Services Librarian
DATE: April, 2013

Purpose of Position

Under supervision of the Head of Youth Services, the Youth Services Aide shelves library materials, helps the Librarian prepare for programs, and completes other duties as assigned.

Essential Duties & Responsibilities

- Shelves library materials in Youth Services Department and elsewhere as needed.
- Assists Head of Youth Services in preparation for story times and other programs and clean up, prepares displays, uses Accucut machine, etc.
- Answers directional questions and refers patrons to appropriate personnel.

Knowledge and Abilities

- Ability to understand and perform routine library procedures.
- Ability to work effectively with people of all ages, particularly children and young adults.
- Effective personal communication skills.
- Basic computer skills including keyboarding and mouse skills.
- Ability to develop and maintain a positive working relationship with coworkers and library patrons.
- Familiarity with basic office equipment such as photocopy machines, printers, telephones, etc.
- Willingness to maintain skills and learn new skills as necessary.
- Ability to maintain a regular schedule including some evening and weekend hours.
- Exhibits an eye for detail.

Physical Demands

- Ability to remain standing for long periods of time.
- Sitting, standing, climbing, stooping, kneeling and walking.
- Bending, twisting and reaching.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling objects weighing up to 300 pounds on wheeled cart.
- Handling: picking up, processing and shelving books.
- Fingering: keyboarding, writing, filing, sorting, and shelving.
- Vision: far vision at 20 feet or further; near vision at 20 inches or less.

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Mental Requirements

- Communication skills: ability to effectively communicate ideas and information in written and oral form with the public and the staff.
- Reading ability: effectively read and understand information in memos, reports, email, bulletins, etc.
- Ability to understand and follow instructions provided in written or verbal forms.
- Time management: ability to set priorities and arrange work flow in order to meet assignment deadlines.

Work Environment

- Indoor work environment.
- Flexible work hours requiring some daytime, evening and weekend hours.

Education and Experience

- High school diploma or GED preferred. Will consider Junior or Senior High School students age 16 or older.
- English language fluency in speaking, reading and writing skills.
- Keyboarding and general office experience.
- Previous library experience helpful but not required.

Applicants will be asked to

- Complete City of Elkhorn employment application.
- Complete an interview with Head of Youth Services and Director.
- Complete a skills assessment to test ability to alphabetize, numerate, identify detail and other related skills.

The Matheson Memorial Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.