

CITY OF ELKHORN

POSITION TITLE: Library Associate, Youth Services **FLSA:** Non-Exempt
DEPARTMENT: Library **REPORTS TO:** Youth Services Librarian
UNION AFFILIATION: No **DATE:** October 2022

Purpose of Position

Under supervision of the Youth Services Librarian, the Library Associate provides reader's advisory and reference at the Youth Services Desk, conducts storytimes and outreach to schools and daycares, and performs other duties as assigned.

Essential Duties and Responsibilities

- Maintains a regular desk schedule, five days a week 9-12 at the Youth Services desk providing reader's advisory, family-oriented reference, promoting programs and literacy specifically for children, and administering reading programs.
- Maintains the circulating toy/maker kit collection.
- Provides a weekly storytime program, off-site outreach to schools and daycares, and library field trips aimed at families and students from preschool through elementary school under the supervision of the Youth Services Librarian.
- Assists the EASD Parent Connections outreach coordinator in providing storytimes and library programming for ages 0-5 and substitutes for storytimes as needed.
- With sufficient notice, may be asked to substitute at other service points during regularly scheduled hours and including Saturdays.
- Assists with special programming and outreach for families, especially during the summer.
- Assists in maintaining the youth services department as needed, including stocking the activity table.
- Performs other library tasks as assigned.

Knowledge and Abilities

- Excellent communication skills, in person and via telephone, as well as written skills. An approachable, friendly and helpful manner is essential.
- Knowledge of children's literature, child development, and basic library resources.
- Computer knowledge and internet searching skills, including knowledge of the online catalog and Microsoft Office products.
- Ability to develop and maintain a positive working relationship with coworkers and library patrons, especially families, children, and teens.
- Familiarity with, and ability to enforce, library policies and procedures.

Matheson Memorial Library

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- Familiarity with basic office equipment such as photocopy machines, printers, telephones, scanners, fax machine, etc.
- Ability to work within a confidential environment.
- Ability to maintain a regular schedule, primarily mornings and early afternoons Monday through Friday.

Physical Demands

- Ability to remain standing and/or sitting for long periods of time.
- Sitting, standing, kneeling, climbing and walking.
- Bending, twisting and reaching.
- Talking and hearing, using the telephone.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling objects weighing up to 200-300 pounds on wheeled cart.
- Handling, fingering, writing, sorting, shelving and keyboarding.
- Far vision at 20 feet or further. Near vision at 20 inches or less.

Mental Requirements

- Communication skills: effectively communicate ideas and information in written and oral form with the public and the staff.
- Reading skills: effectively read and understand information in memos, reports, email, manuals, etc.
- Comprehension skills: ability to understand and follow instructions in oral or written form.
- Creative decision-making skills: effectively evaluate and make independent decisions based on experience, knowledge and training.
- Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems; refer problems to Supervisor or Library Director when necessary.
- Time management: Ability to set priorities and arrange work flow in order to meet assignment deadlines.

Work Environment

- Indoor work environment.
- Work hours are primarily during school hours, between 9am and 2pm.

Education and Experience

- High School diploma is required. College degree is highly recommended.
- Previous library experience and experience working with children is strongly preferred.