

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Library Assistant—Children’s Room	DATE:	March 2005
DEPARTMENT:	Library	GRADE:	A
REPORTS TO:	Children’s Librarian		

SUMMARY

Responsible for providing technical and readers’ advisory support to patrons of the children’s room of the public library. Assists the Children’s Librarian in the selection of materials, and management of the collection. Provides administrative support, plans and develops programs.

ESSENTIAL FUNCTIONS

Perform reference and readers’ advisory services in the children’s room; provide instruction to children and parents on use of the Library, selection and location of materials and use of computers and on-line consortium catalog.

Perform technical services including cataloguing and processing of children’s collection in library database.

Plan, develop, publicize and conduct children’s programs, including the summer reading program.

Assist in the selection and withdrawal of books; track additions/deletions to the collection.

Provide clerical and administrative support including preparing lists, reports, grant applications, and general correspondence.

Develop displays to encourage reading and program participation for young readers.

Assist children’s librarian in contact with school librarians, teachers, and child care professionals to publicize library services and programs; fulfill requests for book needs, school assignments, etc.

SECONDARY RESPONSIBILITIES

- Perform the responsibilities of the Children’s Librarian in his/her absence.
- Supervise pages and volunteers.
- Complete special projects as assigned.
- Assist in maintaining appearance of the Children’s Room including restoring materials, furniture, equipment, displays, etc.
- Work at circulation desk, as needed.
- Assist with library closing.

Performs other position-related duties, as assigned.

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QUALIFICATIONS

Minimum Training and Experience

Associate's degree or 2 years of college and a minimum of 1-½ years of library experience or experience working with children; or any equivalent combination of education and experience. A Bachelor's degree is preferred.

Minimum Knowledge, Skills and Abilities

Requires basic knowledge of library practices. Requires computer skills in word processing, spreadsheets and databases. Familiarity with children's literature, and Internet search engines.

Effective customer service and communication skills are required to address a wide-ranging public audience, particularly children. Contacts require patience, understanding, courtesy and tact to resolve issues. Confidentiality is required when dealing with patrons' library requests.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- good understanding of children and age appropriate interests,
- general knowledge of the Library's operations and functions, practices and routines, and
- skilled use of the Library's automated systems; basic knowledge of computer operating systems and applications,
- proficiency in using common children's reference sources,
- proficiency in reference interview techniques to answer questions from the public,
- general knowledge of laws regarding patron confidentiality.

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment. May use projection equipment, audio and video equipment.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee must occasionally lift and/or move boxes, weighing up to 30 pounds.

The employee must have good vision to view computer screens, numbers and text and view documents for general understanding. Work requires manual dexterity in combination with eye-hand coordination for keyboard input, data entry and book handling.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. Work is performed in an open floor setting with constant public traffic.