



Warrenton Community Library Job Posting



Open: January 12, 2022

Closes: Open until filled; first review January 20, 2022

DEPARTMENT: Library

CLASSIFICATION: Library Assistant

STARTING SALARY RANGE: 11

HOURS PER WEEK: 25

GENERAL DESCRIPTION:

- The Library Assistant Youth Coordinator is part of a team that ensures a positive experience for patrons, children, teens, and their caregivers by engaging in conversation and connecting users with good books while promoting services and leading library programs.
- 25 hours/week

ESSENTIAL FUNCTIONS OF POSITION:

- Works in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials; shelving, shelf reading, etc.
- Responsible for developing and providing diverse and creative services and programs to youth and parents, under the guidance of the Library Director including storytime, including craft programs, teen activities and other activities that support literacy and creativity
- Plan, promote and provide outreach services for area schools, preschools, daycares and community organizations.
- Provides readers' advisory for juvenile materials, answering reference questions, promoting youth services events, and engaging with children and parents in the library
- Prepares support materials and statistics for the Youth Services department
- Responsible for the library in the absence of other staff or the director
- Ensure all policies and procedures of the Warrenton Community Library are followed
- Ability to work weekend and evening hours to lead programs
- Performs related duties as required

EXAMPLES OF OTHER FUNCTIONS:

- Instructs patrons in the use of basic reference tools, both print and electronic
- Assists patrons in the use of technology available in the library, including basic troubleshooting of photocopier and computer problems
- Prepare booklists, website information, and promotional literature as assigned

THE ABOVE DESCRIPTION DOES NOT INCLUDE OTHER DUTIES OF A SIMILAR COMPLEXITY AND RESPONSIBILITY WHICH MAY BE ASSIGNED AS NEEDED.

QUALIFICATIONS FOR EMPLOYMENT:

- High School diploma or G.E.D.
- Keyboarding/Windows proficiency
- Ability to communicate and work effectively with adults and children
- Ability to be organized and flexible
- Demonstrated familiarity with Young Adult and Children's literature
- Good sense of humor

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work is performed in a library environment requiring periods of sitting with attention to a computer keyboard and video display terminal; light lifting or reaching for books is required; frequent interruptions of work may be experienced by customers seeking information in person or by phone or by changing priorities in the library. Requires occasional contact with the public under stressful conditions.

Disclaimer:

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

Reviewed/Revised 9/2021