

**JEFFERSON COUNTY RURAL LIBRARY DISTRICT
JOB DESCRIPTION**

CLASSIFICATION TITLE: LIBRARY ASSISTANT III – EARLY CHILDHOOD

CLASSIFICATION SUMMARY:

This is professional and technical work relating to the effective operation and promotion of the library and its collections. Positions in this class perform a wide variety of different tasks related to one or more major program areas of the library; assist in the coordination of library operations; perform a variety of standard library duties to assist patrons; provide information, assist in locating materials and demonstrate proper use of reference materials; assist in the circulation and return of library books and materials. Careful attention to detail is required in all areas. Work is performed under the general supervision of a library manager.

DISTINGUISHING CHARACTERISTICS:

Library Assistant III incumbents are distinguished from Library Assistant II in that they exercise greater independence and perform more complex library duties requiring greater knowledge and experience in a functional area such as youth services, reference, serials, or acquisitions, including selection, collection development, and/or collection promotion. A Library Assistant III may be assigned to supervise or coordinate with other staff on specific projects and may present or coordinate programs to promote the collection.

PRIMARY DUTIES AND RESPONSIBILITIES:

(The following are not intended to serve as a comprehensive list of all duties performed in this classification and are a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties).

General Duties

- Assists in ensuring the delivery of high-quality library services to the community.
- Builds and maintains responsive, effective relationships with internal and external customers.
- Assists patrons in accessing desired library resources.
- Interacts with patrons in-person, by phone/email, and online.
- Interprets and explains library rules, policies, and procedures to the public.
- Assists with maintaining library facilities and equipment; troubleshoots and/or coordinates the repair of library equipment.
- Trains and guides the activities of library personnel and volunteers as needed.
- Performs a variety of circulation duties; checks books and library materials in and out, receives hold requests, processes library card applications; collects fees for damaged library materials, and answers incoming calls/emails.
- Uses a variety of library software applications.
- Assists patrons in the use of library computers, databases, and equipment.
- May supervise library operations in the absence of Supervisor/Librarian.
- May represent the library at community organizations and programs.
- Performs other duties as assigned or required.

Programming, Technology, and Reference Assistance

- Develops and presents library programs in accordance with community needs and interests.
- Provides assistance with electronic resources and technology instruction to patrons in group and/or individual sessions.
- Provides in-depth reference assistance and readers advisory to patrons, either in-person, by telephone/email, or online.

Collection Management

- Promotes the collection by creating displays through the use of print, web, and other media.
- May assist with the cataloging of library materials.

PRIMARY DUTIES AND RESPONSIBILITIES – SPECIALIZED EARLY CHILDHOOD SERVICES:

- Recommends goals and objectives for services to support pre-school youth and their caregivers; participates in the promotion of activities for pre-school youth and their caregivers.
- Responsible for the selection, promotion, and maintenance of materials for youth ages 0-5.
- Responsible for planning, organizing, and conducting a variety of programs to inform and encourage use of the library by pre-school youth and their caregivers with assistance from the Youth Services Librarian.
- Provides in-person, telephone/email, and online information assistance at the Information and Children's desks.
- Assists Youth Services Librarian with instruction activities that demonstrate library resources.
- Works with early childhood education centers and community agencies to encourage use of library resources by pre-school youth and their caregivers.
- Acts as an advocate so that administrators, other library staff, and members of the community understand the basis for the library's early childhood services.

KNOWLEDGE AND ABILITIES:

(Depending on the work assignment, some or all of the following may apply).

Knowledge of:

- Library functions, methods, and organization.
- Library practices, policies, procedures, terminology, and equipment.
- Library computer systems, software, and databases.
- Material selection methods and review resources.
- Reference and bibliographic tools, techniques, and procedures.
- Current technologies including virtual meeting, social networking, and web-based tools.
- Circulation processes and procedures.
- Early childhood programming and community outreach activities.
- Theories of early childhood development and their implications for library services.
- Literature, audiovisual materials, digital resources, and other materials that constitute a balanced, relevant early childhood collection.
- Dewey Decimal system of classification.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Record-keeping techniques.

Ability to:

- Communicate the mission, vision, and values of the organization in a compelling and inspiring way.
- Multitask and work in a busy environment with frequent interruptions.
- Develop, deliver, and effectively coordinate early childhood services and programming functions.
- Operate relevant computer systems including hardware and software, such as Microsoft Word, Excel, electronic databases, e-mail, and virtual meeting tools, as well as office equipment and security systems.
- Assist in the coordination of library operations.
- Provide information to patrons in a tactful and courteous manner.
- Assist patrons in locating and utilizing library materials.
- Provide reference/readers advisory services.
- Perform advanced library duties related to the cataloging, processing, and circulation of library materials.
- Conduct public outreach activities and promote library services and resources.
- Learn and explain library practices, procedures, and equipment.
- Prioritize and schedule work.
- Train and provide work direction to others.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little or no direction.
- Establish and maintain effective working relationships with other staff, other libraries, community groups, library patrons, and the general public.
- Handle financial transactions and prepare related reports required for cash reconciliation.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Maintain library in a neat and orderly condition.
- Monitor and maintain acceptable patron behavior in the library.

MINIMUM QUALIFICATIONS:

Bachelor's Degree and two years of library or job-related experience including one year of direct-contact customer service; or an equivalent combination of education and experiences.

WORK ENVIRONMENT:

Work is generally performed inside in a library environment. Work is performed in varied schedules, including weekends and evenings. May have some exposure to angry or hostile patrons.

Classification Specification: January 2021 [Approved at Board Meeting 01/13/2021]