

PARK RIDGE PUBLIC LIBRARY

JOB DESCRIPTION

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his/her work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of February 21, 2012.

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing his/her job responsibilities.

This description updates and supersedes all previous job descriptions of this position.

Department _____ CHILDREN'S SERVICES _____

Job Title _____ Library Assistant III _____

Job Title of Supervisor _____ Children's Services Manager _____

Qualifications:

Education: Bachelor's degree; field relating to children preferred (e.g. Elementary Education, Early Childhood Education, etc.)

Experience: Experience working with children required.

Civil Service: Exempt.

Fair Labor Standards Act: Full-time positions are not exempt. Part-time positions are exempt.

Essential Functions:

1. Interacts positively with people of all ages and temperaments.
2. Answers appropriate directional and informational questions, in person and by phone, using the online catalog and various reference sources as necessary.
3. Assists in locating materials for patrons.
4. Schedules computer appointments and oversees computer use as needed.
5. Assists patrons with the use of audio-visual equipment, computers, photocopiers, Internet access computers and online catalog terminals within the Children's Department.
6. Takes registration for various programs and provides patrons with information regarding programs and activities for the Children's Department.
7. May reserve library materials for patrons.
8. Maintains discipline in the Children's Department when a monitor is not available.
9. May plan and implement programs.
10. May work with community groups to promote libraries and reading.
11. May visit schools and preschools to promote libraries and reading.
12. May prepare bibliographies.
13. Uses LAN for most typing and record keeping. Saves Library-related documents, spreadsheets and presentations on LAN in order to facilitate collaborative work projects and consistent record keeping.
14. May create and maintain displays in the Library.

Additional Responsibilities:

1. Works to develop knowledge of children's literature through reading, discussion and attending meetings and workshops.
2. Works to develop knowledge of print and online reference tools through reading and examining reference materials.
3. May perform clerical tasks within the Department (e.g. statistics, typing, filing, etc.)
4. Other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing.

Knowledge, Skills and Abilities:

1. Knowledge of reference tools and children's literature.
2. Ability to scan and select materials from the book shelves in response to patron's inquiries.
3. Ability to read printed materials from book shelves in response to patron's inquiries.
4. Ability to effectively use reference interview techniques to insure accuracy in response to patron's inquiries.
5. Ability to operate and perform minor repairs on computers, Early Literacy Game stations, photocopiers and other Library equipment as needed.
6. Commitment to providing excellent library service.
7. Commitment to keeping current with trends in library service to children and children's literature.
8. Willing to accept responsibility for supervising other staff and representing the Department outside of the Library
9. Conducts self in a mature professional manner at all times.
10. Basic Internet searching skills, knowledge of Microsoft Office and computer trouble-shooting skills. Ability to type and enter data into computer accurately.
11. Ability to read and understand computer printouts and other printed and handwritten information and instructions; ability to read information from computer monitors.
12. Ability to work effectively and pleasantly with people of all ages, especially children.
13. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.
14. Ability to communicate effectively orally and in writing.
15. Ability to handle emergency situations in a calm, capable manner.
16. Ability to work effectively with other staff in the Department and throughout the Library.
17. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
18. Ability to work in a supportive manner with management.

The Library reserves the right to modify this and every job description in whole or in part at any time.