

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 – Teen Services Summer Library Assistant

Job Title of Supervisor Children's Services Manager

Qualifications:

Education: Minimum two (2) years college education.

Experience: Experience working with children (young adults) – preferably 6th-9th graders.

Programming skills, such as storytelling, theater arts, or music desired.

General knowledge of libraries, familiarity with Microsoft Office, iBistro, and SIRSI catalog preferred

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. Supervise Book Buddies, a reading program for second graders and junior high students.
3. Help YA's register for the Reading Club, use resources in the YA Loft and help patrons feel comfortable and welcome in the Library.
4. Assist the YA Librarian by performing a variety of tasks including copying materials, folding and stapling brochures, preparing book displays, programming, etc.
5. Provides reader's advisory to patrons including suggesting titles, locating materials and reserving items.
6. Answers audiovisual reference questions in person or by phone, using the computer catalog and various reference tools.
7. Assists with the Children's Services circulation.
8. Participates in programming including introducing speakers, leading bus trips, writing press releases and fliers, etc.
9. Promotes the Children's Services' collections and services through preparing bibliographies, maintaining displays, etc.
10. Schedules and assists patrons using in-house equipment, such as computers, online catalog, and audiovisual equipment.
11. Does general clerical tasks such as ordering replacement copies, registering patrons for programs, checking off ordered materials in journals, etc.

12. May train patrons to use Library computers and his/her software.
13. May use databases to record patron records for PAL program and Homebound Service.

Additional Responsibilities:

1. Increase skills and knowledge by reading fiction books in the collection and through continuing education opportunities.
2. May use computer equipment to prepare booklists, reports, etc.
3. Other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing.

Knowledge, Skills, and Abilities:

1. Knowledge of adult fiction and Children's Services Reference tools.
2. Ability to scan and select materials from the book shelves in response to patrons' inquiries.
3. Ability to read printed materials from book shelves in response to patrons' inquiries.
4. Ability to effectively use reference interview techniques to insure accuracy in response to patrons' inquiries.
5. Ability to learn and follow detailed instructions and procedures.
6. Ability to speak before a group.
7. Ability to learn to operate and to perform minor repairs on computers.
8. Ability to type and enter data into computer accurately.
9. Ability to read and understand computer printouts and other printed and handwritten information and instructions; ability to read information on computer monitors.
10. Ability to work effectively and pleasantly with people of all ages.
11. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.
12. Ability to communicate effectively orally and in writing.
13. Ability to handle emergency situations in a calm, capable manner.
14. Ability to work effectively with other staff in the Department and throughout the Library.
15. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
16. 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.