



**Starkville-Oktibbeha County Public Library
Job Description – Children’s Services Librarian**

Job Title: Children’s Services Assistant

Supervisor: Director, Assistant Director, Children’s Services Librarian

Direct Reports: Interns and Volunteers in Children’s Services

Job Summary

This part-time position is responsible for assisting the Children’s Services Librarian in delivering children’s services for the Starkville Public Library; maintains the children’s room; assists in programming and planning; assists in decorating and organizing; assists in circulation and reference area; performs all other duties assigned by Assistant Director and/or Director.

Key Responsibilities

- Assist in planning and conducting programs for children to encourage reading, viewing, and listening and use of library materials and facilities;
- Assists children in selecting and locating library materials;
- Compiles lists of materials of interest to children;
- Collect statistical data;
- Assists patrons and coworkers and passes appropriate situations to management or authorities;
- Ensure a welcoming physical atmosphere while being considerate of patron and staff safety;
- Perform maintenance or housekeeping as necessary;
- Demonstrate a clear understanding of library policies and procedures;
- Ability to exercise judgment in non-routine situations;
- All other duties as assigned

Core Competencies

Work Ethic: Is productive, diligent, conscientious, punctual and efficient; abides by policies and procedures; participates in professional development activities.

Service Orientation: Seeks to understand the needs and expectations of patrons and strives to meet or exceed the needs; treats customers with respect, responding to requests in a professional manner.

Communication: Concisely and accurately answers questions, explains or conveys information to the public and coworkers; demonstrates effective oral and written communication skills. In executing programs, displays skill in storytelling by using animated voice, gesture and expressions; uses a variety of program elements to keep audience engaged (draw and tell, action rhymes, music) and encourages times of movement and interaction from the audience.

Self-Management Skills: Effectively manages emotions and maintains a positive attitude; works effectively and cooperatively with others; manages time wisely; prioritizes tasks appropriately and effectively multitasks; chooses materials appropriate to the age groups being targeted during programs.

Customer Relations: Understands the mission of the library and applies this while dealing with patrons; communicates the importance of library services to the public; treats all patrons and co-workers with courtesy and respect; projects positive image of the library.

Library Technology: Proficient in operating computer equipment and utilizing various software programs; proficient in electronic search techniques in the library catalog, online databases and the Internet; proficient in operating other office technology including FAX, copier, printer, etc.

Professional Maturity: Considers suggestions from coworkers and patrons. Manages conflict and diffuses situations; knows when to refer an issue to the appropriate management level or when to notify policy or emergency services; maintains confidentiality.

Working Conditions

Evenings and occasional Saturday work required; continual and demanding contact with the public; may work alone, all day, for consecutive days, in a branch; tasks may be repetitive and may require sitting or standing for long periods; ability to work both independently and as part of a team; must deal with mathematical computations and money; tasks may require attention to detail; must work with all age groups from toddlers to senior citizens; will have to use step stools, book trucks, vacuums, and dollies; will have to lift upwards of 50 pounds; may encounter dusty situations and climate control may not always be available.

Physical Demands

Locate and obtain books and materials throughout the library of a wide variety of shapes and sizes; stand or sit at a computer workstation for extended periods of time (high manual dexterity, limited movement or change of position); reach library materials at high and low levels (bending, stooping, squatting, twisting, turning, and reaching above head using a stool required); use of repetitive motion of hands and arms; push fully loaded book carts across the library room, lift and carry materials which may weigh up to 45 lbs. (boxes of books, equipment, furniture), push/pull up to 100 pounds (on dollies or wheeled book carts) and do speed work with hands and forearm rotation; visual acuity needed to read computer screens, library material spine labels, etc.; may be exposed to dust and changes in temperature.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.