

POSITION DESCRIPTION

**PORTAGE COUNTY DISTRICT LIBRARY**

An Equal Opportunity Employer

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Job Title: **YOUNG ADULT LIBRARIAN - Library Associate III**

Department: Branch Services

Pay Scale: 3

Hourly  Salary

Non-Exempt  Exempt

Admin.  Prof.  Exec.  Bargaining Unit

Immediate Supervisor: Branch Manager

JOB PURPOSE

To provide library services to patrons with a focus on Young Adult resources and programming

QUALIFICATIONS:

Undergraduate four (4) year degree and applicable experience

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of young adult literature. Skill in preparing and implementing youth programs. Ability to maintain young adult area of the Library. Knowledge of library policies and procedures; operation of automated library equipment; and computer operation and functions including data processing. Ability to define problems, collect data, establish facts and draw conclusions; plan, schedule and organize work; prepare meaningful, concise and accurate reports; communicate effectively in written and oral form. Ability to develop good rapport with library patrons, supervisors and co-workers. Ability to move library materials from one location to another.

PHYSICAL CAPABILITIES:

Must be able to reach, stoop and stand on kick-stool.

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Date Prepared: March 17, 2022

Date Approved: March 17, 2022

PREPARED BY PORTAGE COUNTY DISTRICT LIBRARY

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**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification).

**YOUNG ADULT SERVICES AND COLLECTION MANAGEMENT DUTIES**

- \*Prepares and presents youth programs;
- \*Maintains and decorates young adult section;
- \*Reads shelves in young adult area;
- \*Reads reviews, selects, and codes materials;
- \*Administers the collection budget for area of responsibility;
- \*Maintains knowledge of available materials and patron reading preferences;
- \*Conducts inventory of materials, as required;
- \*Remains current on technology trends and online resources

**REFERENCE DUTIES**

- \*Assists patrons in locating library materials;
- \*Responds to patron reference questions;
- \*Instructs patrons in library computer use and monitors internet usage.

**CIRCULATION RELATED DUTIES**

- Checks library materials in/out to patrons on automated system:
- \*Responds to patron questions about library materials and services such as interlibrary loans.
- Answers telephones;
- Directs patrons to appropriate area of the library;
- Issues library cards;
- Places patron holds on materials;
- Instructs patrons on use of library computer;
- Distributes Golden Buckeye applications and voter registration materials;
- Collect patron fines.

**MISCELLANEOUS AND SPECIAL ASSIGNMENTS**

\*Represents the library to community groups, schools, and governmental units as assigned;  
Shelves library materials and reads shelves as requested;  
Maintains records;  
Performs general maintenance of library materials;  
Attends staff meetings, workshops, in-service training, and services on committees, as requested;  
Sets up tables and chairs for meetings;  
Performs additional duties as assigned.

\*Denotes essential function of the job.

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Employee Signature

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Date

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