

POSITION DESCRIPTION

PORTAGE COUNTY DISTRICT LIBRARY

An Equal Opportunity Employer

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Job Title: **YOUTH SERVICES 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 children, young adults, their parents and other adults who work with children.

QUALIFICATIONS:

BA or BS degree and applicable experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of children and young adult literature. Skill in preparing and implementing youth programs. Ability to maintain young adult and children's 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.

Date Prepared: January 23, 1998

Date Approved:

Revision Date: February 10, 2014

PREPARED BY PORTAGE COUNTY DISTRICT LIBRARY

YOUTH SERVICES LIBRARIAN – LIBRARY ASSOCIATE III
PORTAGE COUNTY DISTRICT LIBRARY

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

60% **YOUTH SERVICES AND COLLECTION MANAGEMENT DUTIES**

- *Prepares and presents children and youth programs;
- *Maintains and decorates children’s sections;
- *Reads shelves in juvenile and young adult areas.
- *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;
- *Reads reviews.

20% **REFERENCE DUTIES**

- *Assists patrons in locating library materials;
- *Responds to patron reference questions;
- *Instructs patrons in library computer use.

5% **COMMUNITY RELATIONS DUTIES**

- *Represents the library to community groups, and governmental units as assigned;
- *Develops a cooperative working relationship with area schools;
- *Serves on boards and committees, as requested;
- *Conducts programs with the community as directed.

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YOUTH SERVICES LIBRARIAN - LIBRARY ASSOCIATE III

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PORTAGE COUNTY DISTRICT LIBRARY

5%

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.

10%

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

*Establishes, and maintains an up-dated study center which will enable staff to assist school children with homework assignments.

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.

Percentages may vary based on allocated hours.

*Denotes essential function of the job.

Employee Signature

Date

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