

JOHNSON COUNTY PUBLIC LIBRARY

POSITION DESCRIPTION

TITLE: Library Assistant V – Programming Assistant

REPORTS TO: Children’s Manager

SUMMARY: Under general supervision, I provide basic reference services to people of all ages; primarily children; assist with programming activities including the planning, delivery and evaluation of programs; conduct outreach to schools, daycares and preschools; assist with the maintenance of the children’s collection.

PRINCIPLE RESPONSIBILITIES:

- I create a courteous, welcoming environment based on customer service principles for internal and external customers
- I provide reference skills not only in children’s services, but also in all departments of the Library by selecting appropriate sources or services to meet patrons’ needs
- Under the supervision of my Manager, I assist with the planning, delivery and evaluation of programs to children
- I build community partnerships by providing outreach to local schools, daycares, and preschools and community groups
- I assist people of various ages, interests and abilities in having a successful library visit
- I assist patrons in the use of public computers and printers
- I explain the use of print and electronic reference sources to public
- I assist in administration of reading programs by registering participants, distributing award incentives and recording progress
- I stay informed of current trends, emerging technologies, issues, and research in librarianship and incorporate this information into job duties
- I answer and reply to telephone, mail and electronic communications

SECONDARY RESPONSIBILITIES:

- I assist in the Circulation Department with duties relating to checking in and out of library resources
- I participate in continuing education workshops
- I participate in JCPL fairs and festival events
- I participate in JCPL committees and task forces
- Under the supervision of my manager, I assist with basic collection management
- I attend and participate in department and building staff meetings
- I perform other duties as assigned

QUALIFICATIONS:

Education/Experience

- Minimum completion of two (2) years or sixty (60) credit hours of academic education in an accredited college or university; B.A. or B.S. in Education or related degree preferred.
- At least nine (9) semester hours of approved library science education, taken with or after completion of the sixty (60) hours of academic education; the nine (9) hours must be completed within three (3) years of hire date.
- At least 2 years of proven experience working with young children including program planning, delivery and evaluation.
- Demonstrated knowledge of children's books and other non-print media.

Certification

- Must have or have qualifications to obtain a minimum of a Librarian Certification 5 (LC5) and must maintain this level of certification through achieving Library Education Units.

Knowledge, Skills, Abilities

- Demonstrates ability to organize, prioritize, evaluate and complete work
- Operates with a minimum of supervision and works collaboratively in a team
- Follows procedures
- Interpersonal and customer service skills
- Supports the principles of equity, diversity, and inclusion as outlined in JCPL's Diversity Statement
- Interprets policies to promote access
- Exercises judgment when to suspend procedures or policy
- Locates or helps public locate correct answers to reference inquiries
- Develops search strategies
- Interprets and evaluates information requests
- Performs bibliographic instruction for customers
- Creates new services and methods of delivery
- Demonstrates ability to resolve conflicts
- Uses diplomacy and tact to establish and maintain relationships with patrons and coworkers
- Supports the principles of intellectual freedom
- Maintains working knowledge of computers, printers, copiers, and any other equipment commonly utilized in a library
- Communicates effectively orally and in writing
- Manages unexpected and emergency situations
- Adapts to change
- Compassionately deals with confused, unpleasant, angry, sick or injured people
- Works a varied schedule, including evenings and weekends

PHYSICAL DEMANDS:

- Ability to perform program activities to include dancing, bending, stooping, stretching, walking, singing, speaking, etc.
- Ability to use computer keyboard at standard workstation and 42” high
- Ability to read computer screens and written communication
- Ability to read, write, speak and understand the English language
- Ability to use scissors, pens and pencils
- Ability to lift and carry up to 50 pounds – books, boxes, totes
- Ability to move quickly into different areas of the building
- Ability to push 120 pounds on book cart
- Ability to prepare handwritten work forms and correct bibliographic data
- Ability to open, close books, CD & DVD containers, storage containers
- Ability to operate audio-visual equipment
- Ability to drive with own transportation or have access to other transportation
- Manual dexterity
- Ability to reach up to 72” and bends to floor level
- Ability to shift materials up to two hours (100-1000 books)
- Ability to use push-button telephone, knobs on equipment

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

Reasonable accommodations may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.

**Although employment with the Johnson County Public Library is for a particular position at a certain location, the Library reserves the right to reassign an employee based upon the needs of the library system.*