

Job Title: Children's Library Assistant Services-3 (Full Time)

Department: Library

Reports to: Library Management

Created: July 2018

Position Purpose and Objectives:

The library seeks an innovative and highly motivated candidate to work in the Children's Library. This is a customer service position with a heavy emphasis on youth 0-18 and their families. The desired candidate should be able to connect with youth effectively, connect youth to resources that reflect their interests, and conduct programming in line with community goals and interests. This includes, but is not limited to, programming, reader's advisory, collection development, circulation and more.

Essential Job Functions:

- General circulation duties: shelving materials, checking materials in and out, collection upkeep, registering users, etc.
- Create, implement, and support library programming for youth 0-18, with the assistance of Children's Manager
- Build relationships with youth and their families to better support their needs
- Work independently and as a team when needed
- Cross-train in Adult Library to fill in as needed
- Performs other duties as assigned by management

Knowledge, Skills, and Abilities Required:

- Experience working with youth, in particular conducting programs
- Proficient experience working with computers, smartphones, tablets, and more (Microsoft, Android, iOS, etc.)
- Excellent customer service skills
- Ability to understand and execute oral and written instructions

Supervisory Responsibility: None

Working Conditions: Most often in a library setting, however, ability to attend meetings or outreach events at schools, churches, parks, and other places required. Evenings and Saturdays required. Access to a car required.

Physical Demands: Stand at least 8 hours a day, as well as bending, sitting, stooping, walking, and lifting at least 25 pounds.

Minimum Qualifications: Bachelor's degree preferred. Minimum of at least two years relevant library experience preferred. All new hires are subject to drug testing, criminal background and youth clearance checks. Wilkinsburg residency required.