

**Grandview Heights Public Library
Position Description**

Job Title: Youth Services Assistant
Classification: Support Staff III
Department: Youth Services
Pay Rate: \$12.00 per hour
Schedule: Part-time, an average of 20hrs/week including day, evening, and weekend hours
Benefits: Vacation, holiday, sick leave, OPERS (Ohio Public Employees Retirement System)

Purpose: Provide customer service and programming in the Youth Services and Teen departments.

Reporting Relationship: Reports to the Youth Services Manager

Duties & Responsibilities Include:

- Provides excellent service to patrons of all ages
- Performs circulation desk duties including charging and discharging materials, patron reserves, teacher collections, and handling fines and fees
- Evaluating and resolving patron issues regarding fines, lost materials and circulation policies
- Assists with Youth Services opening and closing duties
- Occasionally shelve library materials
- Assists with programming for all ages of children – birth through teenage years
- Assists with Kids & Teen Summer Reading Clubs
- Participates in Professional Development opportunities
- Market materials through displays, bulletin boards and booklists
- Other duties as assigned

Knowledge, Skills and Abilities:

- Ability to work independently and in a team environment
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office, e-readers and other popular technology
- Experience and understanding of social media in a professional setting
- Ability to work with kids of all ages from birth to teenagers and their parents
- Demonstrates sound judgment and strong professional ethics

Education and Experience:

- Bachelor's degree, preferred
- Previous library experience, preferred
- Experience working with children
- Valid driver's license for possible outreach deliveries and Pop-Up Library

Physical requirements:

- Ability to handle a frequently fast-paced position with numerous interruptions. At times, prolonged periods of sitting or standing may be required.
- Requires physical agility and strength to bend, reach, lift, push and carry up to 40 lbs.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Grandview Heights Public Library.

7/30/16