

**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:** Full-time, 40hrs/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:**

- Circulation desk duties including charging and discharging materials, patron account transactions, teacher collections, and other duties as needed
- Assists patrons in accessing and utilizing digital resources on eReaders, tablets and smartphones
- Provides readers' advisory
- Occasionally shelve library materials
- Assists with programming for all ages of children – birth through teenage years
- Participates in Professional Development opportunities
- Market materials through displays, bulletin boards and booklists
- Works in other library departments as needed
- 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, standing or bending may be required.
- Requires physical agility and strength to bend, reach, lift, push and carry up to 50 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.

10/19/16