

POSITION DESCRIPTION

<u>Job Title:</u>	Youth Services Library Assistant
<u>Pay Classification:</u>	Regular Part-Time (10 hours per week) @ \$15.21/hour, (Range 30, Step 1)
<u>Department:</u>	Library
<u>Supervision:</u>	Works under the direct supervision of Youth Services Librarian & Library Director
<u>Position & Schedule:</u>	Regular, part-time position with fixed schedule limited to ten (10) hours per week. Schedule is subject to change but will most typically be five hours per day on Tuesdays and Saturdays only. The position is expected to start the week of January 6-12, 2020.
<u>Position Summary:</u>	This is a new position with a primary responsibility of assisting the Youth Services Librarian with a growing and thriving teen program (ages 11-19 or those typically in grades six through twelve).

DUTIES, RESPONSIBILITIES, ESSENTIAL FUNCTIONS:

Though duties may vary with the variety of events and needs of the library schedule, general responsibilities of the youth services assistant are as follows:

Primary Responsibilities:

- Assists with and helps plan all teen programs including outreach for middle and high school aged students (typically those between the ages of 11 to 19)
 - Programs include book talks, chess club, teen Tuesday programs and special events for teenagers. Other programs include STEM, STEAM, school visits, Oregon Battle of the Books teams, outreach, and other duties as assigned.
- Runs outreach programs independently as needed.
- Other special projects or duties as assigned.
- Backup help with other library programs as needed (see below).

Auxiliary Responsibilities (to be performed as needed):

- Have basic knowledge in some areas of circulation including reserving items and checking out items.
- Assist youth patrons in locating materials.
- Answers basic reference questions and provides information from resources available.
- Have ability to recommend reading materials or lists upon request, especially for teens and tweens.
- Assist with other library programs
- Other special projects or tasks may be assigned.

QUALIFICATIONS AND SKILLS:

- **Mandatory Requirements:**
 - High School Diploma or GED Equivalent and a basic knowledge of library procedures and methods.
 - The position requires outstanding customer service and communication skills, extensive knowledge of teen reading materials, basic computer skills, and a working knowledge of the Dewey Decimal system.

- Comprehensive knowledge of books to refer to teens is essential. Attention to detail and multitasking abilities are required. In addition, assistant must have good social and verbal skills, be a team player, and portray a positive, caring attitude. Computer and Internet knowledge is required.
- **Desirable Requirements:**
 - A bilingual speaker is preferred but not required.
- **Special Requirements:**
 - Successfully pass a criminal background check.

PHYSICAL DEMANDS:

Physical requirements necessary to perform the tasks include the following: Physical dexterity to reach, bend, lift, and manipulate boxes and books up to twenty pounds. Good vision and hearing are required, and the ability to stay mentally sharp is extremely important.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

SALARY: Regular, PT Position @ \$15.21 / hour. Position does not include benefits. EOE.

Submit application, cover letter and resume, via online Applicant Pool process. Link to apply can be accessed directly at <https://cityofseaside.applicantpool.com/jobs/>.

Last update: November 7, 2019