

**TOWN OF LEDYARD
LIBRARY ASSISTANT I/CHILDREN'S**

GENERAL STATEMENT OF DUTIES:

The Library Assistant I / Children's works in conjunction with the Children's Librarian

SUPERVISION RECEIVED:

The Library Assistant I is supervised by the Children's Librarian and/or – an Assistant Librarian.

SUPERVISION EXERCISED:

The Library Assistant I/Children's may supervise the Library Assistant and Page in the Assistant Librarian's absence.

ESSENTIAL JOB FUNCTIONS:

- Understands and is able to perform all jobs related to circulation including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines and clearing the patron's record, placing holds and renewing items.
- Assist the Children's Librarian in providing reader's advisory service to children and answering their reference and informational questions.
- Assist in planning and conducting story hours and other children's programs.
- Operate equipment as needed.
- Supervise children in regular visits to the library.
- Interpret library rules and policies
- Assist in the selection of new and replacement Children's books and non-print materials for library acquisition.
- Assist in preparing bibliographies, flyers, bulletin boards, displays and publicity for the children's room.
- Work with staff and volunteers to shelve, shelf read and shift in the children's room as needed.
- Assist with circulation and reference in the adult department as needed

ADDITIONAL DUTIES:

- Attend continuing education workshops and conferences as needed.
- Assist with conducting programs and workshops in the community
- Other duties as required

******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. ******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability:

- Knowledge of the principles and practices of public library functions
- Knowledge of Children's Literature
- Knowledge of the use of computers in libraries
- Comfortable working with children
- Ability to relate in a friendly and open manner with children and parents
- Ability to establish and maintain effective working relationships with co-workers
- Must provide own transportation in the conduct of duties

Education and Experience: Two years of appropriate formal post-secondary school courses preferred and a minimum of one year of library experience. A Library Technology Certificate a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to: talk, sit, bend, stoop or crouch, bend, twist, use hands, fingers, wrists or perform repetitive motion; handle/feel objects or controls, and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, lift and/or move up to 25 pounds. Must maintain continuous visual acuity including close vision and ability to focus, and hand-eye coordination. Employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and coworkers in everyday stressful and emergency situations.

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. ******

Adopted at Ledyard Town Council Meeting on December 13, 2017

06/2017

Linda Davis

Linda Davis, Chairman