

## **Town of Somers – Somers Public Library**

### ***Library Assistant - Children's Services***

#### **Position Definition**

- Assists Children's Librarian in all areas of children's services including programming; performs a variety of library tasks in circulation; assistant patrons using library services and facilities

#### **Qualifications Required**

- High school diploma or equivalent; 2 years college at an accredited institution desired
- Experience working with children

#### **Knowledge, Skills and Abilities Required**

- Effective oral and written expression
- Keyboarding skills and ability to learn how to use the library's automated systems
- Ability to work effectively with library staff and patrons
- Knowledge of children's literature a plus
- Team oriented, motivated and organized

#### **Specific Responsibilities**

- Works with Children's Librarian to develop and implement programs for children and teens
- Performs circulation tasks with established procedures
- Processes and prepares materials for addition to collection
- Assists patrons in the use of the online catalog, databases and other library resources
- Creates displays and promotes youth materials
- Helps patrons find materials in the library
- Returns materials to the shelves and maintains shelf order
- Uses social media and technology to create promotional materials
- Attends workshops and meetings as appropriate to the position
- Performs other duties as assigned by the Children's Librarian

**Note:** *The above tasks and responsibilities are illustrative only. They are not intended to be all-inclusive of every task or responsibility.*

#### **Supervision Received**

- Works under the general direction of the Children's Librarian

### **Physical Exertion/Environmental Conditions**

Performs duties in an office environment. The noise level in the work environment is generally quiet. Some stress involved in public contact. May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

Must be able to lift and carry books, equipment and office files. The employee is frequently required to stoop, reach with hands and arms, stand, and walk.