



It's your library
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Lassen Library District

POSITION DESCRIPTION

LIBRARIAN ASSISTANT II YOUTH SERVICES

POSITION DEFINITION: Leads in the planning and conduct of programs for young children and teens, involving other staff members and volunteers, as required. Performs a variety of library tasks and clerical duties related to the functions and programs of the library; assists other library staff in the completion of various assigned tasks; assists in meeting library patrons' information needs.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Manager of Library Services. Works with the Literacy Coordinator when areas of responsibility overlap. May exercise task and project supervision over other staff members and volunteers.

EXAMPLES OF DUTIES: Duties include, but are not limited to, the following:

- Plans and conducts story time activities for pre-school and elementary school children
- Plans and conducts summer reading programs and activities
- Plans and conducts library programs for young adults (teens)
- Creates crafts and other graphic art and literature related to youth programs
- Assists in the maintenance of the library's children's and young adult collections
- Plans and conducts joint youth programs with other community children educational organizations
- Maintains program-related records and files and assists in the compilation of statistics and preparation of reports on the youth programs.
- Staffs circulation desk, performing the basic tasks and functions required in the operation of the Circulation Desk, including the processing of patron memberships, circulation of materials, patron late fees and recording daily cash transactions and assisting patrons in the use of library services.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Children's and teens' literature and other materials
- Fundamental purposes, typical content, and routine procedures of public libraries.
- Modern office methods, practices, and procedures including the use of a personal computer

Ability to:

- Plan, prepare for and conduct youth-oriented activities
- Relate to children aged 0 to 17 and their parents/guardians and, where appropriate, be able to involve them in the planning and conduct of the programs that include or affect them.
- Give assistance to, and work courteously with, library patrons, staff, and volunteers in a team-oriented workplace.
- Learn and apply the latest teaching and learning models applicable to children aged 0 to 17.
- Learn library practices and procedures, and the location of library materials.
- Understand and follow oral and written directions.
- Assist in the preparation of grants related to youth programs
- Assist in the preparation of and work within the constraints of budgets for youth programs
- Work effectively with other staff members
- Communicate clearly and concisely, both orally and in writing.
- Learn to use computer software required to prepare program materials and reports.

Experience and Education:

Any combination of experience and training which would provide the required knowledge and abilities. Minimum experience and education is:

Experience:

- Have experience working with, teaching and reading to children and youth
- Equivalent to one year of experience related to project planning and execution, preferably in a library setting.

Education:

- Equivalent to completion of an Associates Degree or two years of college-level courses