

Position Purpose:

Professional clerical, technical, and direct public service work supporting various library services. Performs all other related duties as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations 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.)

- Develop and implement all Department programs including story times, arts and craft activities, performances, school vacation programs, and Summer Reading Programs. Provide assistance to adult programs as needed.
Keep track of program statistics
- Oversee the development of the Children's and Young adults' collections; order and purchase books, movies and materials for the Department; ensure all materials and resources are current and kept in good order; oversee the annual weeding and the disposal of materials that are no longer relevant or in good condition.
- Disseminate and promote information about Children's and Young Adults' events and materials via flyers, posters, displays, newsletters, and social media.
- Perform outreach in the elementary school or at town organizations as needed
- Assist patrons by helping them locate books and other materials; help patrons print, copy, or scan materials and use the public computers.
- Register patrons for library cards; check books and materials in and out; explain library services and procedures.
- Answer telephone, social media and email; address questions of all kinds.
- Shelve books and shelf read for accuracy of book and material placement.
- Assist in keeping the children's department and the rest of the library neat and orderly.
- Assist patrons with in-depth or lengthy reference queries.
- Attend workshops, conferences and webinars for professional development and keep current with materials about the community and other area libraries.
- Troubleshoot basic technology difficulties for patrons and staff.
- Perform similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Master's Degree preferred. Bachelor's Degree required. One to three years of children's educational or library experience preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices of professional library work; working knowledge of computers and appropriate library applications.

Ability: Ability to work with library customers and staff in a friendly, efficient manner. Ability to listen and communicate effectively. Ability to perform routine clerical and record-keeping tasks repetitively and efficiently. Ability to learn and use computerized library catalog system and related equipment. Ability to operate standard office equipment and software. Ability to maintain reliable attendance and regular schedule.

Skill: Excellent customer service skills. Strong written and verbal communication skills. Intermediate computer skills, including the use of Microsoft Office, and social media; problem-solving skills; basic budgeting skills, and quick to learn library automation systems.

Physical Requirements:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, listen and speak; operate tools, controls and equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds.

Supervision:

Supervision Scope: Performs a variety of duties as it relates to youth services, circulation and customer service at the library.

Supervision Received: Work is performed under the administrative direction of the Library Director.

Supervision Given: No supervision is given.

Job Environment:

- Work is performed under typical office and library conditions; the noise level is fairly quiet.
- Operates computer, telephone, printer/copier, and other standard office equipment.
- Employee has frequent contact with the general public, schools, vendors, and other public groups. Contacts are in person, via email or by telephone.
- Seeks to maintain a high level of accuracy, as errors could result in injuries to other employees, damage to the library building and equipment, and delay or loss of library services.

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