



LPLD Job Description

Revised 04.2024

Position/Title	Youth Services Assistant	Reports to:	Youth Services Manager
Department:	Youth Services	Supervises:	None
Pay Grade:	5	FLSA Status:	Non-Exempt
FT/PT:	Part-Time – 20 Hours Weekly	Hourly/Salaried:	Hourly
Minimum Education/Certification Required: HS Diploma or HSE, some college preferred			

Position Summary:

Provides direct services to customers in the Youth Services Department, performs clerical tasks that assist children, students, and adults in using library services and facilities. Participates in departmental goals and activities: providing a welcoming, user-friendly environment, reference, and readers' advisory services.

Essential Functions (Duties, Tasks, Responsibilities):

- Primarily work at the Help Desk answering in-person and telephone inquiries, reference assistance (print and electronic), and reader's advisory
- Assist patrons with locating materials, resources, and spaces
- Assist with the use of computer programs and the online public access catalog
- Respond to inquiries about library programs and services as related to Youth Services
- Foster and promote the enjoyment of reading in youth of all ages
- Assist in maintaining order in Youth Services through shelving materials, shelf reading, and other clerical duties
- Inspect materials for damage and makes recommendations for repair or withdrawal
- Participate in Collection Development and displays as specified by Youth Services Manager
- Participate in departmental initiatives and goals as outlined by Youth Services Manager
- Implement library policies and initiatives
- Actively promote LPLD programs and services
- May train for expanded services
- Other duties as assigned.

Essential Knowledge, Skills, Abilities needed:

- Exceptional customer service, both internal and external, with diverse persons
- General computer and Internet literacy (including MS Windows, Office, etc.)
- Effective communication skills with patrons, library staff, and management.
- Attention to detail
- Ability to multi-task and work efficiently regardless of interruption

- Experience and enjoyment working with children individually and in groups
- Demonstrated respect for the rights and needs of children and youth
- Experience with Integrated Library Systems preferred

Working Conditions (Physical Environment/Expectations, Culture, Benefits):

- Work independently, with the public, and with other staff
- Moving through facilities reaching, bending, and kneeling to retrieve library materials for 4-8 hours at a time are required
- Lifting up to 50 pounds at a time
- Team atmosphere
- A wide variety of hours including evenings and weekends
- Competitive total compensation including tuition assistance and paid holidays

Compensation: \$13.00 per hour