



Children's & Young Adult Services Assistant

Department: Children's & YA Services

Reports to: Head of Children's & YA Services

Hours: Full-time

FLSA Status: Non-exempt

Job Classification: LC 6

Salary Range: \$28,000-\$33,000 (based on previous experience and expertise)

Benefits: Health, dental, vision, HSA match are available, plus vacation and sick/PB time and 13 holidays paid off.

JOB SUMMARY:

The Children's & Young Adult Services Assistant is responsible for assisting the Head of Children's & Young Adult Services in collection development of children's and young adult materials, ensuring that quality children's and young adult programming is carried out. This position reports directly to the Head of Children's & Young Adult Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and delivers a variety of programs for children, teens and young adults, including outreach initiatives and online programming.
- Keeps track of program numbers and other stats in accordance to the Indiana State Library's requirements.
- Assists patrons in selecting and locating appropriate materials and information.
- Assists with various tasks that contribute to the successful operation of the Children's & Young Adult Services Department.
- Assists with weeding and identifying needs in the children's and teen collection.
- Provides reference and information services to patrons in person in the Children's & Young Adult area, social media, email, and over the telephone.
- Assists in the organization of the Summer Reading Program and the use of other reading tracking materials.
- Assists patrons with the use of digital library services and tools and maintains a current and working knowledge of the Library's databases, children's/young adult equipment.
- Collaborates with Children's Head and coworkers on projects and programs.
- Assists in creating seasonal or timely book displays.

- Attends and participates in professional group meetings, trainings, and conferences and stays current on new trends and innovations in libraries for children's and young adult services.
- Maintains required certification (LC6).
- Tracks and maintains records of earned continuing education credits (LEU's)
- Effectively manages department, patron, and personal work emails by replying to requests in a timely manner.
- Completes departmental cross-training to provide basic needed coverage in other areas on an as-needed basis.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.

EDUCATION, WORK EXPERIENCE REQUIREMENTS AND PREFERENCES:

- Required: High School Diploma or equivalent.
- Required: Only candidates that complete an application, along with a cover letter and resume will be considered.
- Required: Indiana Public Library Librarian Certification Level 6 or above (or the ability to attain a temporary permit or certification within 6 months).
- Required: Valid Driver's License or the ability to attain one within 6 months of hire.
- Required: Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher), printers, copiers, telephones, projectors, social media, and other popular technology.
- Required: The ability to work in a Saturday rotation, some evenings, and special times for events or programs outside the normal library schedule.
- Preferred: Previous experience working with children and teens.
- Preferred: Previous library experience.

PHYSICAL DEMANDS:

Frequently: reading, writing, eye-hand coordination, bending, pushing, and pulling.

Rarely: driving, climbing, crawling, lifting items 15-20 pounds, sitting for extended periods.

The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.