

Youth Services Assistant – Early Childhood

JOB SUMMARY

As part of the Bossier Parish Libraries team, the Youth Services Assistant provides direct assistance to the public throughout the library. Basic duties include but are not limited to planning and implementing programs, events, and displays for youth, ages 0-6 years old, preparing materials for use in the library, assisting the public with various technologies and equipment, and assisting in other departments of the library as needed.

ESSENTIAL JOB FUNCTIONS

1. CUSTOMER SERVICE

- a. Enhance the public's experience both inside and outside of the library
- b. Strive to present a welcoming environment for the public
- c. Ability to interact with staff and the public effectively and courteously at all times

2. PUBLIC SERVICES

- a. Understands and performs the operations of the library's integrated library system (ILS)
- b. Assists in designing and implementing library services and programs to meet the needs and interests of the community
- c. Communicates to the Branch Manager problems, needs, and strengths in assigned area
- d. Stays informed about current resources to meet the evolving needs of the community
- e. Facilitates requests for information and provides accurate and appropriate answers
- f. Connects community with resources that encourage reading

3. COMMUNICATION AND INTERPERSONAL

- a. Communicates competently with the public from diverse backgrounds
- b. Communicates effectively using both oral and written methods
- c. Develops and maintains positive and respectful relationships with staff and public
- d. Works effectively in teams with strong team building skills

4. OTHER RESPONSIBILITIES

- a. Understands and acts in accordance with the basic values, ethics, policies, and procedures of the library
- b. Pursues professional development and continuing education opportunities
- c. Keeps informed about issues, services, emerging technologies, research and innovations related to libraries and relate these ideas, procedures, or projects to the library's mission
- d. Assists with weeding and collection development, reading shelves and working with the Branch Manager on special projects as needed
- e. Researches publisher catalogs and professional journals to identify materials and recommend additions to the collection; consults with librarian regarding recommendations
- f. Assists with departmental statistic tracking
- g. Submits ILL requests
- h. Fills in at circulation desk as needed; this includes checking materials in and out, handling fines and lost materials, placing items on hold for patrons, re-shelving books, and sending faxes for patrons
- i. Responds appropriately to situations without direct supervision
- j. Seeks help from Branch Manager if there are questions about finding information, doing research, etc.
- k. May assist in performing opening or closing procedures
- l. Participates in staff meetings and training
- m. Other duties as assigned by manager(s)

5. JOB STANDARDS

- a. Has ability to work from a team approach by building and maintaining effective and professional working relationships with all staff
- b. Models a positive, friendly and cooperative attitude to staff and public
- c. Anticipates and adapts to changes and challenges effectively
- d. Promotes a positive library image in the community
- e. Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Libraries
- f. Reports to work on time in accordance with assigned schedule and maintains a dependable attendance record
- g. Has ability to receive constructive criticism in an effort to improve job performance
- h. Has ability to operate general office equipment
- i. Has ability to lift and move heavy objects, stoop, bend, move books, and sit or stand for prolonged periods of time
- j. Has ability to shelf read
- k. Has ability to perform essential job functions with or without accommodations and with minimal supervision

QUALIFICATIONS

- 1. Completion of high school or equivalent
- 2. One-year experience in a library preferred **OR** one-year prior experience in a public service-related job working with appropriate age group
- 3. Must have strong computer and research skills
- 4. Ability to plan, organize, and prioritize work, based on patron demand, in order to accomplish quality work in an effective and efficient manner
- 5. Good problem-solving skills; ability to think around problems and come up with creative solutions
- 6. Ability to handle a constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also 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.

Administrative Use Only	
Title	Youth Services Assistant – Early Childhood
Location	Public Services – Houghton Branch
Immediate Manager	Houghton Branch Manager
Schedule	Tuesday-Friday, 9 am – 6 pm; Saturday, 10-2 (36 hrs.)
FLSA status	Non-Exempt
Last revised	March 2023

I HAVE RECEIVED A COPY OF MY JOB DESCRIPTION AND UNDERSTAND THE ESSENTIAL JOB FUNCTIONS.

PRINTED NAME

SIGNATURE **DATE**

BOSSIER PARISH LIBRARIES IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.