

**City of Cottage Grove**  
**Job Description**  
**Library Assistant - Children's Services, Cottage Grove Public Library**

<b>Department:</b> Library	<b>FLSA:</b> Non-exempt
<b>Reports to:</b> Library Services Director	<b>Representation:</b> Laborers International Union Local #121
<b>Pay Range:</b> 3	<b>Date Adopted:</b> 08/21/2018

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

**GENERAL POSITION SUMMARY:**

The Library Assistant – Children's Services, is responsible for providing professional library services to the public with a focus on Children's and Youth Services.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

An employee in this position will provide professional library services to the public. Plans, organizes, and maintains the library juvenile and youth collections. Work is performed under the general direction of the Library Services Director who reviews work primarily on the basis of effectiveness and results obtained.

**ESSENTIAL FUNCTIONS:**

1. Represents the library and City of Cottage Grove to patrons and to the general public. Assists library patrons with finding materials, answering reference questions, and providing reader's advisory.
2. Networks and interacts with a diversity of individuals and community organizations on a daily basis.
3. Plans and conducts weekly preschool story time.
4. Plans and conducts a summer reading program for children preschool through teen.
5. Plans and conducts a summer reading program for adults.
6. Plans and conducts "Behind the Pages", a youth book club.
7. Creates attractive displays and settings in Children and Youth areas of the library.
8. Plans and conducts special programs for Children and Youth for afterschool and for school holidays.
9. Plans and orders craft supplies and other items needed for children's programming.
10. Reads and responds to correspondence and email (Children's Services focus).
11. Compiles statistics on attendance of all children's programs throughout the year.
12. Compiles statistics on attendance of all Summer Reading Programs.
13. Plan and attend Lego Club, STEAM Club, and Teen Library Advisory Board.

14. Act as Liaison to the Friends of the Cottage Grove Public Library for Juvenile and Young Adult collection and programs.
15. Work with Head Librarian to complete Ready to Read Grant annually.
16. Work with Head Librarian to seek and prepare other grant funding focused on Children and Youth Services: Pilcrow Grant, State Book Campaign, Conference Scholarships, etc.
17. Plan and conduct participation in Oregon Battle of the Books, Oregon Young Adult Network, and other youth programs.
18. Works at the Circulation Desk, serving patrons, handling cash.
19. Checks library material in and out. Shelves library material. Performs related duties.

#### **IMPORTANT FUNCTIONS:**

1. Communicates, networks and partners with home schoolers, teachers, students, parents, and community members to help improve library services.
2. Organizes and gives tours of the library and it's services to school and community groups.
3. Designs and composes marketing materials such as flyers, brochures, & news releases.
4. Assists in book and other material selection to enhance collection.
5. Attends meetings, continuing education, webinars and training as assigned. Attends workshops and conferences as approved by City Manager.
6. Assists in the recruitment, training, and supervision of library volunteers.
7. Administer inter-library loan service requests.
8. Help plan, facilitate, coordinate, and participate in library programs and special events.
9. Prepare departmental purchase orders.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical demands or requirements 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.

Work is performed primarily in a library environment while sitting at a desk or computer terminal, walking in the library, or while standing at the counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead, from shelves and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelf library materials and maintain patron catalog records. The employee must move, shelf and retrieve library materials from high and low settings daily. Work includes moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual and hearing acuity. Must be able to lift, push or pull up to 30 pounds. Must be able to work out of doors during special events and summer programming.

#### **DISTINGUISHING CHARACTERISTICS:**

This position requires the ability to analyze library children's and juvenile programs and operations, develop recommendations and solutions for future operations and recruit, train, and supervise volunteers focused on children's and juvenile programming.

## **JOB SPECIFICATIONS:**

### **Education & Experience:**

High School graduation required. Minimum of 3 years progressively responsible professional (library) work experience required, or satisfactory combination of education and experience and the ability to demonstrate the knowledge, skills and ability to perform the position. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job effectively and be able to complete forms and reports as required by the position.

- a. Bachelor's Degree, or Master's Degree in Library Sciences preferred.
- b. Any equivalent combination of education and experience.

### **Knowledge, Skills and Abilities:**

1. Knowledge of the principles and practices of library science, including the Dewey decimal system.
2. Knowledge of professional office practices and procedures.
3. Knowledge of computerized library techniques and their application.
4. Knowledge of library policies, procedures, methods, ethics and professional standards.
5. Knowledge of information database systems, including computerized information database systems.
6. Knowledge of library systems for cataloguing, acquisitions and searching online bibliographic utilities. Computers, programs, internet, and electronic database search skills.
7. Research, organizational skills, internet search skills.
8. Effective verbal, presentation and listening communication skills.
9. Ability to work with children, tweens, teens.
10. Ability to write, obtain and manage federal, state and private grants.
11. Additional language fluency besides English preferred.
12. Ability to upgrade and maintain web site and social media resources.
13. Music and arts competency preferred.
14. Early childhood education experience preferred.
15. Maintains an effective working relationship with fellow staff members. Has a cooperative team spirit. Maintains a positive outlook and attitude.
16. Deals tactfully and courteously with the public; enforces established library policies and procedures.

### **Special Requirements and Certifications:**

1. Must possess a valid Oregon driver's license or ability to obtain one within six months. Employee must maintain a safe driving record while employed with the City of Cottage Grove.
2. Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

### **Supervisory Duties:**

Position will provide general training and supervision to library volunteers.

### **Supervision Received:**

Work is performed under the general supervision of the Library Services Director and the Head Librarian.

**Contact with Others:**

This position will have regular contact with City of Cottage Grove staff from the Library and from other City Departments, and will have daily contact with library patrons, the general public, and with representatives from a diversity of groups and organizations from the community.