

**LIBRARY**  
**Children's and Young Adult Library Assistant**

**DEFINITION**

Position plays a vital role in supporting the daily operations of the children's room, with a primary focus on serving children, teens, and their families. Under the supervision of the Children's and Young Adult Librarian, this position assists in delivering high-quality, developmentally appropriate services and programs that promote literacy, learning, and engagement among young library users. Responsibilities include supporting story times, crafts, workshops, teen programs, and summer reading initiatives, as well as helping to create a welcoming and inclusive environment for children and youth of all backgrounds.

**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.

- Assists in providing direct service to children and caregivers in accessing library materials, navigating digital resources, and using computers and technology.
- Compiles, maintains, and submits statistical data from children's programs to support internal evaluation and ensure accurate and timely submission of annual reports and other required documentation.
- Assists in developing and curating appealing children's room displays, shelving materials and maintaining the children's and teen collections, and assisting with outreach efforts to schools and community organizations.
- Assists in creating marketing materials including flyers, newspaper listings, in-house signage, and social media specifically focusing on children's room programs and initiatives.
- Contributes to special projects and assists in the development of children's room programs, and performing other duties as needed to support the mission of the library and its youth services department.
- Performs circulation duties, including checking materials in and out, processing interlibrary loan requests, and managing holds and reservations in accordance with library procedures.
- Provides courteous and knowledgeable assistance to patrons, including guidance on library services, catalog navigation, readers' advisory, and access to print and digital

resources.

- Offers instruction and support for the use of library technology, including public computers, personal devices, and online databases; assists with basic troubleshooting and connectivity issues.
- Monitors public computer use to ensure compliance with library policies; assists patrons with logging in, printing, and navigating software or internet resources.
- Shelves library materials accurately and efficiently; maintains orderly and appealing shelf conditions and assists with inventory management, weeding, and material assessment.
- Staffs various service points including the circulation desk, reference desk, and children's room, ensuring consistent, high-quality service across all areas.
- Responds to telephone and in-person inquiries promptly; processes fines and fees related to lost or damaged materials.
- Conducts library orientations and promotes awareness of library programs, services, and materials available in both physical and digital formats.
- Develops and maintains attractive displays and promotional materials to increase user engagement and visibility of collections.
- Operates and troubleshoots audiovisual equipment in the Program Room, including basic knowledge of AV board functionality.
- Assists in the planning, promotion, and support of library programs and events.
- Demonstrates flexibility, professionalism, and the ability to manage multiple tasks simultaneously in a fast-paced public service environment.
- Maintains familiarity with current and emerging library technologies to support patron use and staff operations.
- Performs additional duties as assigned in support of overall library operations.

## **SUPERVISION RECEIVED**

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The

employee refers unusual situations to the supervisor for advice and further instructions.

## **ACCOUNTABILITY**

The nature of work means that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work. Errors are generally confined to a single department, such as billing or accounting errors and/or failure to check a subordinate's performance.

## **JUDGMENT**

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. Judgment is required in analyzing interactions and situations with patrons.

## **COMPLEXITY**

The majority of the work consists of simple, routine or repetitive tasks and/or operations with few variations in well-known or established procedures.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

## **CONFIDENTIALITY**

Incumbent has access at the departmental level to a variety of sensitive and confidential information.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree required; preferred candidates will have 1-3 years of prior relevant work experience and/or experience working with children, young adults, and families. An equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities will also be considered.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge of library science principles, public library services, and bibliographic resources, particularly services for children and families. Proficiency with computers, library technology, and digital information systems.

Must possess the ability to maintain accurate records and prepare reports related to library activities; work efficiently and accurately in a fast-paced, high-demand environment; and apply foundational library science practices to day-to-day operations. Strong interpersonal skills are essential, including the ability to communicate effectively and courteously with colleagues, patrons, and external partners. Demonstrated ability to use diplomacy and professionalism in building and maintaining positive relationships with staff, community organizations, and vendors. Competence in troubleshooting basic computer and network issues is also required.

## **WORK ENVIRONMENT**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations. Schedule may require work on evenings and weekends.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes, library materials, or equipment weighing up to 30 pounds.

### **Motor Skills**

Duties are largely mental rather than physical, but the position requires motor skills for activities such as moving library materials and using office equipment, including but not limited to telephones, personal computers, and other equipment. Word processing skills are required.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.