

JOB DESCRIPTION



JOB TITLE: Youth Services Associate

CLASSIFICATION: Public Services Associate II

STATUS: Non-Exempt

REPORTS TO: Head of Youth Services

JOB SUMMARY: Responsible for performing tasks at a public service desk and assisting patrons in the use of the Library, its materials, services, and electronic resources.

ESSENTIAL FUNCTIONS:

- Assists patrons of all ages in the full use of the library and its digital and print resources including reference and RA service.
- Participates in collection development and maintenance.
- Participates in preparation, implementation, and evaluation of programs and community outreach.
- Maintains website and social networking sites.
- May act as liaison to Library vendors.
- Participates in cataloging and processing of library materials.
- Generates publicity and display.
- Assists with gathering of statistical data.
- Assists patrons with program registration.
- Supervises volunteers as part of youth volunteer program.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Library-related technology, equipment, software, and digital resources.
- Knowledge of recreational and educational needs of children and young adults.
- Knowledge of alphabetic and decimal numeric filing rules.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Ability to be accurate, detail-oriented, and efficient in the performance of assigned duties.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.

QUALIFICATIONS:

- Minimum two years of college or LTA certificate.
- Minimum one year of experience in a library, education, or other public service environment.

Reviewed: 7/2/17

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