



Revised 04/2021

JOB TITLE		DEPARTMENT	JOB LEVEL
Library Assistant		Kid's	VI
CLASSIFICATION	REPORTS TO	SUPERVISES	
Non-Exempt	Head and Assistant Head of Kid's Department	n/a	

JOB PURPOSE: To assist the public in using the collection to meet reference and readers' advisory needs, in using the library's technology resources, and to develop and implement programs for children – from birth through 8th grade – and their caregivers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Assists patrons with reference, readers' advisory, and informational inquiries. Maintains an atmosphere conducive to patron and staff safety and comfort in the department. Assists patrons in selecting and using appropriate technology resources for functional, educational, and/or enrichment purposes. May manage a limited portion of the collection, including selection and weeding of materials under general supervision.

At the direction of the Department or Assistant Department Head, collaborates with the Programming Coordinator to develop, plan, and implement programs to encourage the use of departmental services and resources, and to encourage lifelong learning. Assists in the preparation of displays and in community outreach to promote library collections, programs, and services.

Participates in job-related professional development opportunities to build skills and enhance the services of the department; performs some clerical tasks; exercises independent judgment in serving patrons, referring difficult questions and problems to supervisors; performs related duties as assigned by the Department and Assistant Department Head.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Creativity and ability to work as a member of a team. Commitment to public service and best practices in equity, diversity, and inclusion. Ability to communicate effectively and interpret the needs of the public. High level of motivation and enthusiasm; basic awareness of library skills and a commitment to keeping current with trends in library service and children's literature. Ability to work independently. Attention to detail, accuracy in work, and receptiveness to change. Proficient knowledge of computers, the Microsoft Office professional package, the Internet, and creative technology software.

PREFERRED: At least one year experience working with children in a library or educationally related environment. Bachelor's degree in a field relating to children (e.g.) Elementary Education or Early Childhood Education.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Ability to operate technology, including computers; ability to read, write and communicate effectively.

QUALIFICATIONS: Associate's degree or LTA. Commitment to work some evenings and weekends.

The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT

I have read and understand the essential duties, responsibilities and essential functions of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job duties and responsibilities may change as necessitated by the Library's operational demands.

Employee's Signature

Date