

York County Library System

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JOB ANNOUNCEMENT

Title: Library Assistant

Department: Teen Forum

Supervisor: Teen Services Librarian

Individuals Supervised: None

Classification: Part-Time (15-20 hours/wk)/Non-Exempt

Schedule: Varies

Specific Education:

Must be enrolled in high school or be a high school graduate (or equivalent).

Experience Requirements:

Experience performing customer service duties preferred.

General Requirements:

This position requires someone with excellent communication skills, a strong attention to detail energetic, enthusiastic, flexible, have a good sense of humor and the ability to work with minimal supervision. Must enjoy being a team player and providing customer service to a diverse population of all ages. Must feel comfortable using computers and performing other research-related duties.

Physical Requirements:

1. Must be able to stand and/or walk for up to four (4) hours at a time.
2. Must be able to push carts that weigh approximately 80 pounds.
3. Must be able to lift up to 25 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
4. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
5. Depresses computer keyboard keys and use of mouse.
6. Pick up and holds and lays down handset of telephone
7. Must be able to reach, lift, and stretch throughout the work day.
8. Clear and comprehensive speech required to communicate adequately in performance of this job.

Duties and Responsibilities:

1. Understands the operation of Martin Library's Teen Forum and informs patrons of library rules and policies and enforces these.
2. Understands the operation of the Teen Forum and Computer Lab and assists patrons using the computers.
3. Performs duties related to checking in and checking out library materials. This includes using an item scanner and the Millennium computer database.
4. Creates new patron records on Millennium and posts or responds to messages on patron accounts.
5. Assists patrons with locating library materials, using catalog searches when needed.
6. Understands and can use the SAM computer system in the Teen Forum Computer Lab.
7. Shelves, straightens, and organizes materials in the Teen Forum.
8. Ensures that the appearance of the desk area and the shelving units are neat, clean, and organized.
9. Assists staff with program preparation, including set up of area, preparing craft material, and other clerical/preparatory work as necessary.
10. Works with team members to create a caring, courteous, and respectful environment.
11. Assists in implementing and recommends to the Teen Services Librarian ideas that will improve customer service.
12. Works on special projects or list of continuous tasks when there is down time. (See list of projects in Teen Forum.)

If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to:

oberrios@yorklibraries.org by March 28, 2014.

The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.