

**L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY**  
**Job Description**

**DEPARTMENT:** Library  
**TITLE:** Assistant  
**DIVISION:** Youth Services  
**REPORTS TO:** Youth Services Manager  
**DATE:** July 2021  
**STATUS:** Nonexempt

**SUMMARY**

This position exists to provide direct service to library customers and performs a variety of support tasks appropriate to the division.

**EDUCATION/EXPERIENCE/TESTING REQUIREMENTS**

- High school diploma or equivalent is required.
- Proficient keyboarding and computer skills are required.

**QUALIFICATIONS**

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Knowledge of library services.
- Ability to work enthusiastically and effectively with children, teenagers and adults in the library and community.
- Positive attitude, enjoyment of challenging work, ability to meet deadlines, and a willingness to work in a flexible environment with quickly changing tasks and priorities.
- Ability to manage and balance the multiple tasks associated with the day-to-day services of the library.
- Ability and initiative to work independently with minimal direction.
- Strong organizational skills.
- Ability to work accurately with attention to detail.
- Ability to efficiently operate a variety of office and library equipment including computer and printer, photocopier, fax machines, and media equipment.
- Proficiency in the use of word processing software.
- Knowledge of or ability to learn how to efficiently use desktop publishing software.
- Possession of a valid Wisconsin driver's license and the ability to maintain a good driving record by following traffic laws and regulations to ensure the safe operation of library vehicles.

**ESSENTIAL FUNCTIONS**

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides reader's advisory services. Answers reference and information questions regarding children's and young adult materials and services. Assists customers in locating, selecting, and using materials and equipment, including electronic services.

- Responsible for unit in absence of the Youth Services Manager, Teen & Technology Librarian, and Youth Services Coordinators.
- Helps create forms and spreadsheets for the division.
- Monitors youth-related library listservs for librarians and coordinators.
- Word processes memos, letters, bibliographies, mailing lists, etc.
- Compiles bibliographies.
- With direction, creates promotional displays and bulletin boards.
- Assists at library programs.
- Maintains prompt, predictable, and regular physical attendance.
- Responsible for maintaining a safe, secure, and orderly public space within the library building and grounds.
- Contributes to a positive, team-oriented work environment by being helpful, respectful, and approachable to both staff and the public.
- Compiles statistics for reports.
- Runs errands.

### **NONESSENTIAL FUNCTIONS**

The following are nonessential functions for this position. Other duties may be assigned.

- Serves on staff committees.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

Work is mostly sedentary (sitting) with occasional walking, standing, and lifting less than 20 lbs. In a general office setting with a minimal presence of hazard. Occasional lifting, carrying, and/or moving materials of 21-50 pounds. Occasional bending, squatting, climbing, and reaching motions.

### **LANGUAGE SKILLS**

Must be able to read, write, give, follow, and comprehend verbal and written instructions. Must have effective oral, written, and graphic communication skills to communicate productively with staff and the public.

### **SUPERVISION/DIRECTION RECEIVED**

- Youth Services Manager
- Teen and Technology Librarian, Youth Services
- Coordinators, Youth Services

### **SUPERVISION/DIRECTION EXERCISED**

- Pages, Youth Services

### **ACCEPTANCE STATEMENT**

I have carefully read, understand and accept the job description, including the qualifications, requirements and physical demands, with or without reasonable accommodation, of this position at L.E. Phillips Memorial Public Library and, if employed, I certify that I can and will perform the essential and nonessential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

---

Assistant, Youth Services

---

Date

---

Youth Services Manager

---

Date

---

Deputy Director

---

Date