



## **JOB VACANCY ANNOUNCEMENT: PART-TIME YOUTH SERVICES ASSISTANT LIBRARIAN**

**OPEN TO CURRENT LIBRARY EMPLOYEES AND EXTERNAL CANDIDATES**

**APPLICATIONS ACCEPTED THROUGH MONDAY, MAY 28, 2018**

**VIGO COUNTY PUBLIC LIBRARY**

**Posting Date: May 9, 2018**

**YOUTH SERVICES ASSISTANT LIBRARIAN:** The Vigo County Public Library currently has a part-time non-exempt position available at the Main Library for the position of Youth Services Assistant Librarian. This position offers 20 hours per week in the Youth Services Department.

**GENERAL DESCRIPTION:** The Youth Services Assistant Librarian is responsible for participating in the day-to-day activities of the Youth Services Department and providing library services to children, teens, and families including reference; reader's advisory; programming; collection development; circulation services; technology assistance and instruction; and community activities.

### **JOB FUNCTIONS:**

#### **Essential Functions Performed Daily:**

- Provide customer service and reference and reader's advisory to customers in Youth Services.
- Plan, develop, and implement youth services programs, story-times and events for children of all ages and families.
- Assist in the selection, ordering and maintenance of library materials.
- Consult with Youth Services Librarians regarding the implementation of youth programs and collaborate on program ideas.
- Assist in the day to day activities of the Youth Services Department.
- Interpret library policy and procedure to the public.
- Offer advice to various community organizations, pre-schools and child care agencies regarding the use and selection of library materials.
- Perform borrower registration, charging and discharging functions using the library's automated circulation system.
- Assist customers in Youth Services by locating and identifying library materials, assist with inquiries, assist in the use of the library's on-line catalog, copy machines, electronic devices, electronic resources and databases, digital platforms, Overdrive, etc.
- Assist children and adults with the use of computer workstations.
- Process library card applications and issue library cards as appropriate; re-new library cards.

#### **Essential Functions Performed Periodically:**

- Assist with materials and shelf maintenance by inspecting library materials, returning materials to proper shelf location, verifying shelf arrangement accuracy and ensuring that shelves and materials are dust free.
- Assist with shelf weeding and shelf reading as needed.
- May be asked to serve on community, organization or agency board or task forces to represent library interests.
- Assist with compiling statistics and preparing information for the monthly board report, filing, copying, and other clerical duties.
- Assist with planning and assembling bulletin boards, displays, room decorations and other art work projects.
- Address customer behavior that is non-compliant with the VCPL Standards of Behavior.
- Clean toys, computer workstations and headphones.

- Prepare bibliographies and reading lists as required.
- Cooperate with teachers and local schools regarding school assignments, events, tours, etc.
- Process materials, daily holds report management and materials routing and delivery.
- Assume responsibility of the Youth Services Department in the absence of the Youth Services Manager or Librarians.
- Stay informed concerning library trends by examining professional literature.
- Attend department meetings to assist in evaluating and coordinating services for the public.
- Attend conferences, workshops, webinars, and other continuing education opportunities to maintain Indiana Librarian Certification.
- Assume other work assignments as directed by the Youth Services Manager or Director of Public Services.

**Additional Functions Performed Periodically:**

- Utilize library social media accounts and blogs to market and showcase Youth Services programs and activities.
- Participate in staff, community and professional organizations.
- Assist with mending of slightly damaged library materials.
- Organize and sort donated items and deliver to Friends; evaluate and deliver items for mending or discard to Technical Services.
- Search for lost library materials.

**PHYSICAL AND COGNITIVE REQUIREMENTS:**

- Ability to read, write and understand written and verbal instructions.
- Ability to speak and hear to communicate with patrons; ability to hear and see various forms of library media and material.
- High degree of mental acuity and high level of organizational, interpersonal and oral communication skills.
- Ability to utilize computer keyboard and monitor.
- Ability to file alphabetic and numerical systems.
- Ability to lift items ranging from 10-25 pounds.
- Ability to stand for long periods of time.
- Ability to reach heights up to six feet and bend to floor levels.
- Ability to push carts from 25-50 pounds.
- Ability to perform repetitive hand movements using computer keyboard and opening/closing of library material casings.

**WORK SCHEDULE:** 20 hours per week work schedule. The work schedule for this position will include some day, afternoon, and evening hours with a weekend rotation. Work schedule may vary occasionally to help meet department scheduling needs as well as to assist with special programs and events.

**QUALIFICATIONS:**

- Bachelor's degree required; specialty in Early Childhood Education, Child Development, Elementary Education, or Human Development and Family Studies desired.
- Must be able to obtain Indiana Librarian Certification at the Professional Assistant Level LC5 (Level 5 which requires at least 60 hours of college or associates degree and 9 semester hours of required library science courses. Requires 50 Library Education Units every 5 years to maintain certification. Individuals unable to meet the certification requirement may apply for a one year temporary certification up to 3 times while working towards the education requirement to become certified).
- Previous experience in youth services and programming required with excellent oral communications skills; ability to conduct story-times and programs for children of all age groups.
- Interest in and enthusiasm for working with children and the public required; established interpersonal skills with the ability to develop rapport with co-workers and the public necessary.
- Demonstrated excellent customer service and interpersonal skills.

- Knowledge of the use of on-line information resources, Internet resources, and various types of technology to provide library services to children of all ages and the adults who accompany them.
- Computer skills including keyboard, Windows and Microsoft applications experience required.
- Ability to work independently and maintain efficient workflow required.
- Ability to maintain confidential information required.
- High degree of resourcefulness and demonstrated good judgment required.
- Ability to address customer behavior that is non-compliant with the VCPL Standards of Behavior.
- Ability to project friendliness, enthusiasm, and positivity required.
- Ability to work well with others; display tact and patience.
- Ability to adapt to a varying work schedule and a changing work environment required.
- Ability to travel to meetings, workshops, conferences, as well as the ability to travel within Vigo County to conduct off-site programs when required.

**HOURLY WAGE/BENEFITS:** Hourly rate is \$12.60 per hour. VCPL part-time employees are eligible for 8 paid holidays per year and accrue vacation hours bi-weekly based on actual hours worked and paid leave hours taken.

**APPLICATION INSTRUCTIONS:**

**Deadline for application submission is Monday, May 28, 2018. Preferred methods of application: Online at [www.indeed.com](http://www.indeed.com), or go to employer website at [www.vigo.lib.in.us](http://www.vigo.lib.in.us) and click on: About > Careers @ VCPL > to view, download and complete the application form and email it to [application@vigo.lib.in.us](mailto:application@vigo.lib.in.us). This job vacancy has also been posted on [www.IndianaCAREERconnect.com](http://www.IndianaCAREERconnect.com).**

**The Vigo County Public Library is an E-Verify Employer.**

- **Current library employees who wish to be considered must complete the VCPL Application for Employment and submit it to Human Resources by Monday, May 28, 2018.**

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The Vigo County Public Library provides equal opportunities to all applicants for employment without regard to race, color, creed, religious belief, sex, sexual orientation, national origin, age physical or mental disability, ancestry, or veteran status. Vigo County Public Library complies with all applicable federal state and local laws governing nondiscrimination in employment in every library location. The Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, termination, transfer, leaves of absence, compensation, or any other personnel action.