



**JOB VACANCY ANNOUNCEMENT: FULL-TIME YOUTH SERVICES ASSISTANT LIBRARIAN  
OPEN TO CURRENT LIBRARY EMPLOYEES AND EXTERNAL CANDIDATES**

*Application review will begin July 16, 2018, and continue until the position is filled. Applicants whose qualifications best match the requirements of this position will be contacted for an interview.*

**VIGO COUNTY PUBLIC LIBRARY**

**Posting Date: July 9, 2018**

**YOUTH SERVICES ASSISTANT LIBRARIAN:** Opening for a full time 40 hours per week non-exempt position in the Youth Services Department of the Vigo County Public Library.

**GENERAL DESCRIPTION:** The Youth Services Assistant Librarian is responsible for meeting the library and information needs of children and families of all ages. The Assistant Librarian is also responsible for developing and implementing youth services programming and activities for children, teens, and families, as well as performing clerical functions in support of the goals and objectives of the Vigo County Public Library.

**JOB FUNCTIONS:**

**Essential Functions Performed Daily:**

- Assist in the day to day activities of the Youth Services Department.
- Represent the VCPL's fundamental values of unbiased inclusiveness and respect for others.
- Establish an aware, approachable, and proactive service presence acknowledging customers with eye contact, a greeting, and an offer of assistance.
- Provide a positive service experience for each customer with a focus on facilitating the most beneficial outcome possible for the customer; provide reference and readers' advisory.
- Interpret and provide guidance on library policy and procedure to library customers.
- Address customer behaviors that violate VCPL Standards of Behavior in a respectful and constructive manner providing appropriate redirection and employing de-escalation tactics.
- Process library card applications and issue library cards as appropriate; re-new library cards.
- Perform borrower registration, charging and discharging functions using the library's automated circulation system.
- Maintain confidentiality and privacy of library customer information and transactions.
- 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.
- Offer advice to various community organizations, pre-schools and child care agencies regarding the use and selection of library materials.
- 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.

**Essential Functions Performed Periodically:**

- 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.
- 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 and 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 the 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:** 40 hours per week work schedule. The work schedule for this position is 8:30 AM-5:30 PM or 1:00 PM-9:00 PM Monday through Thursday; alternate Friday/Saturday 9:00 AM-6:00 PM or 8:00 AM-5:00 PM, Sunday rotation from 1:00 PM-5:00 PM. Schedule flexibility is required which includes evening and weekend work to meet department scheduling needs, and assist with special programs and events. Sunday hours are paid at over-time rate.

**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 a college 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, tact, patience and demonstrated good judgment required.
- Ability to project friendliness, enthusiasm, and positivity required.
- Ability to work well with others, display tact and patience required.
- 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.

**WAGE/BENEFITS:** Job Class 6, full-time non-exempt position. Rate of pay is \$12.5963 per hour, which is equivalent to an annualized salary of \$26,200.20 (\$1,007.70 bi-weekly in 2018) based on two 40 hour workweeks; optional participation in the Anthem Blue Cross Blue Shield PPO Health Plan or High Deductible Health Plan with HSA, Anthem Blue View Vision Insurance, and Guardian Dental insurance (Through September 30, 2018 employee contributes \$129.12 per month for single employee coverage for participation in PPO Health/Vision/Dental plans, or \$22.98 for single employee coverage participation in HDHP with HSA/Vision/Dental plans); paid Life Insurance; paid Long Term Disability Insurance; 100% paid participation in Indiana Public Retirement System; eligible for 11 paid holidays per year; vacation and sick accrual occurs bi-weekly with the equivalent of 2 vacation days and 1 sick day for every active month of employment.

**APPLICATION INSTRUCTIONS:** **Application review will begin on July 16, 2018, and continue until the position is filled. Applicants whose qualifications best match the requirements of the position will be contacted for an interview. Preferred methods of application: Visit the VCPL 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 along with cover letter and resume to [application@vigo.lib.in.us](mailto:application@vigo.lib.in.us), or submit application materials online at [www.indeed.com](http://www.indeed.com). Application may also be submitted online at [www.IndianaCAREERconnect.com](http://www.IndianaCAREERconnect.com) powered by WorkOne.**

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

- **Current library employees who wish to be considered must complete the VCPL Application for Employment form and submit it with application materials to Human Resources. Application review will begin on July 16, 2018, and continue until the position is filled.**

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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.