

<b>Department:</b>	Children's Services	<b>Hours/Week:</b>	20 – 30, as needed
<b>Job Title:</b>	Children's Assistant	<b>Job Category:</b>	Non-Exempt Regular Part-Time
<b>Reports To:</b>	Children's Librarian	<b>Pay Grade:</b>	B1 - \$9.60 / hr starting wage

## JOB SUMMARY:

Performance of library clerk duties in Children's Services plus additional, higher-level duties to assist Children's Librarian. Will serve as library clerk backup for Adult Services.

## ESSENTIAL FUNCTIONS:

- Provides friendly customer service to adults and children in both Children's Services and Adult Services.
- Performs basic library clerk duties such as check in/out of library materials, issuing of library cards, updating of patron records, shelving materials, resolving patron issues, and answering the telephone.
- Helps maintain Children's room by cleaning, shelf reading, tidying, and caring for department pets.

## NON-ESSENTIAL FUNCTIONS:

- Processing of Children's materials, including ordering, preparing physical item for circulation, and attaching digital record to existing record in Evergreen Indiana catalog.
- Assist or lead book club for 6<sup>th</sup> – 10<sup>th</sup> graders.
- Develop department displays and assist Children's Librarian with artistic projects for the department.

## JOB SPECIFICATIONS

- High School diploma or equivalent; creativity/artistic skills a plus!
- Basic computer skills; experience using computers in a work environment.
- Ability to work every other weekend plus Tuesday evening.
- Must be able to remain in a stationary position 50% of the time.
- Ability to lift 10 pounds to a height of 3-4 feet and the ability to push a cart with a 25lb load.
- Occasionally works outdoors for library programs that may last more than 1 hour.
- May be required to apply for and maintain LC6 certification if more than 50% of time is spent on non-essential functions.
- **This is a customer service position: applicants need to be comfortable working with both children and adults, and able to maintain a friendly attitude.**

DISCLAIMER:

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; or
- This job description is subject to change at any time.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the Hartford City Public Library may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_