

WAUPACA AREA PUBLIC LIBRARY

JOB DESCRIPTION

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| Position Title: | Young Adult Assistant I |
| Department/Location: | Public Library |
| Reports To: | Reference/Teen Librarian |
| Employees Supervised: | None. Gives direction to patrons working on YA projects |
| Interrelationships: | This employee has frequent contact with the public, young adult patrons, youth librarians and other library employees. |

Position Summary:

The Young Adult Assistant oversees and promotes activity in the Young Adult Room while assisting with YA program planning.

Position Duties:

Essential Job Functions:

1. Assist patrons locate library materials. Examples of tasks include: answer questions, assist with computer or internet searches, locate book reviews, suggest materials or ways to locate relevant materials, recommend books, demonstrate use of computer and assist patrons formulate a search strategy.
2. Interact with young Adult Patrons. Examples include playing a game, assisting with craft activities and making patrons feel welcome in the Young Adult Room.
3. Maintain knowledge of literature that appeals to young adults so that recommendations can be made and trends reflected in YA programs. Examples include: read book reviews, read professional journals, read job related books and search topics on the Internet.
4. Promote Young Adult services to increase awareness and utilization of the YA Room. Examples of tasks include: design flyers, brochures, draft articles, design and construct appealing bulletin board and other displays, keep YA Room reasonably neat and orderly,

arrange furniture, promote reading groups, operate computer and printer, and make the room appealing and comfortable as a young adult gathering place that reinforces reading.

5. Participate in planning for monthly YA programs and special events aimed at getting teens interested in literature. Examples of tasks include: generating ideas, group 'brainstorming' sessions, research, use Internet and other electronic sources, pilot projects and help develop ideas or themes into actual programming.
6. Perform re-shelving of books to keep room in order and books on the shelves. Tasks include: read shelves, retrieve materials to be shelved, place materials in order on the shelves.
7. Perform additional projects, program support or duties as assigned by the Assistant Director or supervisor on duty.

Other Duties:

1. Attend required meetings and participate actively in any work group or committee assignments.
2. Maintain knowledge and skills in library checkout system, computer equipment and procedures.
3. Provide assistance to other departments as requested.

Qualifications:

1. Education: must be enrolled in or graduated from high school. (Age 14-18)
2. Experience: Requires experience with young adults and knowledge of the library. Computer skills emphasizing word processing and use of the Internet are required.

Personal Attributes Required:

Must gain thorough knowledge of Young Adult Library programs, policies and procedures. Must be patient and able to respond helpfully in situations where patrons may be impatient or exhibit frustration. Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills. Must understand the need for teamwork, timeliness, and accuracy. Must be able to maintain self-control without exhibiting

negative behaviors. Must be able to interact with others to accomplish tasks without arousing hostility. Must be able to assume responsibility and work with a high level of independence. Must have a knowledge of proper grammar, spelling, punctuation and basic math abilities.

Essential Physical/ Mental Requirements:

1. Must be able to sit, stand, and walk for prolonged periods, with or without back support.
2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
3. Must be able to communicate effectively with library patrons and employees both in person and over the telephone to provide information and assistance.
4. Must be able to move throughout the facility.
5. Must be able to reach in all directions and bend/stoop to shelve books and use library/office equipment.
6. Must have dexterity and hand/eye coordination necessary to use keyboard and office equipment.
7. Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.
8. Hearing activity requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
9. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
10. Must demonstrate ability to utilize basic math skills of addition, subtraction, multiplication and division.
11. Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend written material or directions.

12. Must demonstrate good English language skills, including spelling, grammar and proofreading.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated: May 2004

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