

POSITION DESCRIPTION**G-15****Town of Needham****Assistant Children's Librarian****10/2016**

Definition:

Under the general supervision of the Children's Supervisor, provides support functions to the Children's Department and, in the absence of the Children's Supervisor and Children's Librarian, provides reference and information services to the public and operational guidance to assigned pages and volunteers.

Essential Functions:

Interacts with Children's Room patrons, providing assistance to them in locating materials in the Children's room. Assists patrons in person or via phone or Internet with reference questions and other inquiries, answering their questions or directing them to appropriate areas of the Children's Room. Checks availability of items on computer, assists in physically locating items for patrons, places reserves for later pick up for items not available. Searches for information and responds to reference questions, using print and electronic sources. Instructs patrons in the use of library technology and equipment. Explains library policies.

Receives and processes Children's Room materials orders—open boxes, check invoices, etc. Provides assistance in cataloging activities related to Children's Room materials. Searches Minuteman database for correct item record and enters necessary data (codes, circulation status, shelf list information, volume number, item notes). Places barcodes and spine labels on new materials and processes materials for circulation.

Processes Children's Room overdue notices and bills, utilizing Minuteman Library Network computerized circulation system. Opens and closes Children's Room computers.

Assesses materials returned and deemed in need of mending. Determines proper action required for each item and makes simple mends.

Monitors and maintains orderliness of the Children's Room shelves and other collection materials. Assists with weeding activities. Directs pages and volunteers in the proper method of returning materials to shelves.

Assists with Children's storytime and craft programs.

Produces brochures and bookmarks for promotion of library events.

Assists in supervision of Children's Room operations to ensure reasonable quiet, orderliness, and patron compliance with library policies. In charge of Children's Room in the absence of the Children's Supervisor and the Children's Librarian.

Perform other duties as required.

Minimum Qualifications:

Skills, knowledge and Abilities:

- Knowledge of library and Children's Room operations, policies, and procedures
- Knowledge of current library technology, its application within a regional library network, and adaptability to its frequent change
- Ability to communicate effectively to establish positive public relations for the Town, the library, and the Children's Room; and to interact effectively with a wide variety of people
- Ability to fairly and tactfully enforce library and Children's Room policies with patrons as required

Education and Experience:

Duties require knowledge of computerized circulation systems, basic print and electronic reference materials, and children's literature equivalent to two years of college, plus 2-3 years of experience in general with children's library operations

Independent Action:

Establishes own work plan and priorities to assure timely completion of work in conformance with established library policies and practices.

Supervisory Responsibilities:

Responsible for the operation of the Children's Room in the absence of the Children's Supervisor and Children's Librarian (scheduled evenings and Saturdays and various other times during the week). Supervises library pages and volunteers.

Physical and Environmental Standards:

- Environment subject to constant high public traffic volume, constant interruptions to assist citizens, noise from children's activities, odors associated with young children and other related conditions
- Regular lifting of books and related library materials; frequent moving of book carts around the Children's Room
- Extended periods at terminal, on telephone, operating with public at several types of workstations (PAC terminals, Internet terminals), operating other office machines, requiring eye-hand coordination and finger dexterity
- Evening and weekend work required
- Frequent standing, walking, bending, reaching, climbing stairs.