



JOB TITLE		DEPARTMENT	JOB LEVEL
Library Associate		KidSpace	6
CLASSIFICATION	REPORTS TO		SUPERVISES
Part-time Non-exempt	Manager of Hispanic Family Services		n/a

POSITION SUMMARY

Under the direction of the Manager of Hispanic Family Services, assists with reference services, program planning and presentation for children ages birth through 8th grade, according to GBPL's Strategic Plan.

ESSENTIAL RESPONSIBILITIES

- Plans and presents in-person and virtual programs for children and families, educators, and caregivers
- Assists with planning and presenting large scale events, such as Happy Noon Year and the Hispanic Heritage Month Celebration
- Conducts class visits, tours of KidSpace, and bibliographic instruction
- Creates content for the department, including booklists and other educational materials for public viewing
- Develops themed booklists in the online catalog Bibliocommons
- Creates downloadable activities, such as storytimes, crafts, and STEAM activities
- Provides readers' advisory and reference services to children
- Assists individuals with the online catalog and other electronic resources, public internet stations, iPads, and other electronic resources
- Communicates regularly with the Manager of Hispanic Family Services and informs of potential problems and suggestions for improvements
- Drives to various locations to perform department errands and present programs
- Consistently looks for new ways to assist and engage customers
- Assists in preparing teacher collection requests
- Takes action to deal with potentially disruptive or problem situations
- Explains library policies and procedures to public and staff
- Assists in maintaining a safe and secure library environment, following procedures to report injuries and potential hazards
- Prepares booklists and fills book displays
- Prepares publicity materials for KidSpace programs and events
- Maintains awareness of current children's library materials, societal fads, trends, and news, making appropriate recommendations and referrals to best serve the library's diverse customers

- Promotes positive public relations with the public and staff and represents the library in a professional manner
- Participates in department meetings, training sessions, and other staff meetings as required
- Prepares a monthly summary of programs, projects, etc.
- Performs other library duties as assigned

KNOWLEDGE / SKILLS / ABILITIES

- Abilities to communicate clearly and effectively, both orally and in writing, on an individual basis and with large groups
- Ability to relate to customers of all ages and provide exemplary customer service
- Must be tactful and respect confidentiality
- Knowledge of educational and recreational needs of children
- Must be comfortable with public interactions, including ability to work with children in a group setting
- Ability to work independently and collaboratively to solve problems
- Ability to remain calm and professional when dealing with difficult situations
- Knowledge of print and non-print materials for children
- Ability to explain library procedures in a clear and pleasant manner to the public
- Must be organized and able to prioritize and manage time efficiently and effectively
- Skilled in technology, including but not limited to 3-D printers, internet searches, social media, Microsoft Office Suite, blogs, tablet PCs
- Ability to read and interpret databases, websites, and Internet search results
- Ability to assess situations/problems and logically find solutions
- Knowledge of issues relating to public libraries
- Adapts well to changes in existing practices, routines, workflows, and suggestions for improvements
- Detail oriented with excellent organizational skills
- Must be dependable and punctual

EDUCATION/EXPERIENCE QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and relevant experience
- Successful experience with young children in group settings

TOOLS/EQUIPMENT

Use of the following equipment: calculator, computer with mouse and printer, calculator, copy machine, die-cut machine, fax machine, LCD projectors, printers, 3-D printers, public address systems, public access catalog terminal, telephone, barcode scanner, DVD players, iPod and CD players, computer tablets, laminator, portable radios, document scanner, book carts and camera.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to hear, comprehend and respond to employees and customers both in person and in telephone conversations
- Must be comfortable presenting programs in front of a camera or live audience

- Must have visual ability to see computer screen and handwritten and printed text in a wide variety of formats and font styles
- Must be able to manipulate computer keyboard and calculator
- Must be agile with the ability to maintain a moderate activity level involved with children's programming
- Must be able to produce legible printing and handwriting
- Must be able to lift and move objects weighing up to 20 pounds
- May be required to sit for extended periods
- Must be able to sit and kneel on the floor and return to standing position
- Must be able to bend to retrieve items from the floor
- Must be able to lift and carry books and other items weighing up to 40 pounds
- Must be able to reach a height of greater than 60 inches
- Must be able to walk distances of more than 100 feet within the building
- Must be able to push a cart of books weighing greater than 100 pounds
- Must be able to type with accuracy and attention to detail
- Must be able to perform repetitive hand motions for extended periods of time
- Must be able to drive a car and hold a valid driver's license
- Must be able to work scheduled hours and meet general attendance requirements which may include occasional evenings or weekends

*The scope of the job may change as necessitated by the library's operational demands