



JOB CLASS: Clerical Assistant
POSITION TITLE: Summer Assistant, Youth Services (Temporary)
GRADE: II, 5 - 7
PAY: \$14.70 - \$15.46/hour
REPORTS TO: Youth Services Manager
SCHEDULE: Part-time: May 6 through August 2, 2024
Varied schedule: day, evening, and weekend shifts required
21.5 hours from May 6 – May 19 and June 8 – July 17
30 hours from May 20 – June 7 and July 18 – August 2
FLSA STATUS: Non-Exempt

POSITION SUMMARY:

The Youth Services department is seeking a temporary Summer Assistant during our busy Summer Reading months. This position provides services directly to the public, shelves library materials, and provides program support. This position supplies basic staff support and enriches the library patron experience by providing friendly and helpful customer service.

JOB REQUIREMENTS:

Education

High school diploma
Some college coursework preferred

Experience

Public Library experience, especially with youth, or an equivalent combination of work experience with youth and customer service

PERSONAL REQUIREMENTS:

- Outgoing and pleasant personality.
- Cooperative, helpful, and understanding toward others.
- Dependable, prompt, and reliable job attendance.
- Able to work independently with good work ethic.
- Projects professionalism in appearance and behavior.
- Commitment to provide courteous public service.
- Discreet and able to maintain patron confidentiality.
- Responsible, efficient, and organized.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong interpersonal/customer service skills; ability to be consistently pleasant, positive, and responsive to a diverse public and staff.

- Professional and polite telephone etiquette.
- Ability to deal with regular interruptions and multiple tasks.
- Keyboarding skills.
- Knowledge of elementary concepts of computers.
- Strong verbal, listening, and written communication skills.
- Ability to sort letters and numbers and alphabetize quickly and accurately.

DESCRIPTIONS OF TASKS:

- Works directly with the public in the circulation of library materials.
- Sorts and shelves materials.
- Shelf-reads collection to ensure accurate placement on library shelves.
- Provides program assistance.
- Assists in maintaining overall appearance of the library, such as dusting and straightening shelves.
- Assists library staff with basic clerical duties.
- Remains knowledgeable of all library circulation policies.
- Assists in checking shelves for overdue materials.
- Provides excellent customer service. Responds to patron questions, both in person and on the telephone, and comments in a positive, helpful, and friendly manner. Assists patrons in meeting their circulation and technology needs.
- Using the library database; performs circulation functions such as checking out, renewing, and checking in library materials.
- Inspects returned materials for damage or misuse.
- Resolves circulation related questions, regularly addresses patron's basic directional and material location questions. Refers more complex informational requests to youth services librarians or, when appropriate, supervisors.
- Keeps abreast of the library's standard operational processes; communicates, enforces, and supports the library's policies, procedures, and guidelines when dealing with the public.
- Performs opening and/or closing duties and daily routines.
- Completes incident reports, as needed.
- Performs other duties as assigned.

ESSENTIAL SKILLS:

- Must be physically able to retrieve materials from library shelving.
- Must have the manual dexterity to operate library equipment.
- Must have adequate hearing, eyesight, depth perception, and color vision to perform duties.
- Must be able to view a computer monitor and perform mouse and keyboarding tasks with dexterity and accuracy for extended periods of time.
- Must be able to turn, balance, push, handle, reach, stoop, walk, and stand for extended periods of time.
- Must be able to lift 25 lbs. and push a fully loaded book truck, which can weigh over 100 lbs.

The Jeffersonville Township Public Library is an Equal Opportunity Employer.

<p>Adopted by the Jeffersonville Township Public Library Board of Trustees on</p>
