

INDIAN PRAIRIE PUBLIC LIBRARY

POSITION DESCRIPTION

YOUTH SERVICES PAGE

Non-Exempt Position

OVERVIEW:

This position assists the Kids & Teens Department by shelving library materials and assisting patrons. The Youth Services Page works actively and collaboratively with other members of the department in support of the library's mission, vision, and values. This position is responsible to the Assistant Head of Youth Services.

RESPONSIBILITIES AND DUTIES (Illustrative, not exhaustive)

- Provide excellent customer service and hospitality assuring positive member and staff experiences.
- Shelving Responsibilities
 - Load and move fully loaded book carts throughout the library.
 - Sort material for shelving.
 - Shelve print and non-print materials.
 - Shift materials as necessary.
 - Shelf-read as assigned.
- Answer patron directional questions.
- Assist patrons with self-check.
- Escort patrons to other departments.
- Refer patrons to appropriate staff for further assistance.
- Assist with craft and activity programs for children, families and teens.
- Assist with creating and maintaining material displays.
- Assist with departmental opening and closing procedures.
- Perform related duties as assigned by the Senior Librarian or Department Head.

NECESSARY KNOWLEDGE AND SKILLS

- Excellent customer service skills.
- Exceptional interpersonal skills.
- Excellent communication skills, both oral and written in English.
- Basic knowledge of how library materials are organized.
- Practical knowledge of computers.

NECESSARY ABILITIES

- Ability to shelve on average 100 books per hour accurately.
- Ability to work with children, teens, and adults.
- Ability to correctly arrange print and non-print materials alphabetically and numerically.
- Able to work as part of team.
- Ability to work with minimal supervision.
- Excellent attention to detail.
- Must work accurately and individually.
- Work days, evenings and weekends.

PHYSICAL REQUIREMENTS

- Hearing, speaking and listening to individuals in person.
- Reading materials in print and electronic format

- Lifting library material up to 20 lbs.
- Moving carts loaded with materials throughout the library.
- Ability to bend, lift, retrieve and shelve library materials
- Be on your feet for 90% of a four hour shift as necessary to perform primary job responsibilities.
- Climbing a foot stool to shelve materials onto shelves which extend from floor to 6 foot height.
- Ability to use computers and other office and building equipment
- Ability to move throughout the library.

QUALIFICATIONS FOR APPOINTMENT

- Two years of high school.
- Work evenings and weekends as needed.

January 2017