



## Part-Time Circulation/Technical Services Children's Assistant Job Description

### **All Part Time Assistants' General Responsibilities and Tasks**

Performs all circulation desk duties using computerized system.

- \*checks materials/in/out/renew
- \* reserves materials
- \* collects fines and fees
- \* issues new library cards/updates cards
- \* empties and checks in book drops

Answers phones, responds to inquiries and route calls as necessary.

Assists users locating materials through OPAC or ILL.

Deletes items from Library Catalog

Prepares materials for circulation including labeling, covering, etc.

Shelves materials

Performs basic reference work and/or refers requests to librarian in charge when appropriate.

### **Children's Assistant's Major Responsibilities and Tasks:**

\*Under the direction of the Branch Managing Librarian works in conjunction with children's staff to prepare materials and crafts for story times, plans and executes special children's programs and displays.

\*Works on public services desks (adult and children's) as needed.

\*Creates flyers and promotional materials.

\*Performs additional functions as assigned by Managing Librarian or Library System Director.

### **Additional Requirements:**

\*Ability to bend and stretch to reach materials on very low and very high shelves.

\*Ability to lift a minimum of 25 lbs.

\*Ability to push full cart of books or other library materials.

\*Ability to stand for extended periods of time.

\*Ability to operate various types of Library equipment.

\*Familiar with PC technology, word processing and e-mail.

### **Minimum Requirements:**

High School diploma or GED required with associate or bachelor's degree a plus.

One (1) year prior experience working directly with children in library, educational or childcare environment.