

**JOB POSTING DATE:** August 13, 2010

**JOB TITLE:** Children's Programming Assistant

**JOB LOCATION:** Main Library - Children's Department

**WAGE RANGE STARTS AT:** \$15.50 per hour

**HOURS PER WEEK:** 20 hours per week

**CONTACT:** Susan Bannwart, Head of Children's  
La Porte County Public Library  
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La Porte, IN 46350  
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**PURPOSE OF POSITION:**

Organize and supervise assigned tasks in specific areas of responsibility, requiring the exercise of independent judgement; applying skills and knowledge in providing services, selecting materials, and developing programs, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (not all inclusive)

1. Programming:
  - a. Plan, prepare, and conduct programs for children that promote reading and the library through visits to area schools, public appearances, library tours, etc.
  - b. Plan, prepare, and conduct programs for children at branch locations (this includes "special" programs and programs for the Summer Reading Program).
  - c. Actively contribute to the planning, preparation, promotion, and implementation of the Summer Reading Program.
2. Departmental:
  - a. Assist in the formulation and achievement of the objectives for the Children's Department.
  - b. Assume responsibility of the department in the absence of the Department Head and Children's Librarian.
  - c. Plan, promote, and conduct programs, tours, and activities.
  - d. Assist in the promotion of children's programs and services through displays, flyers, public speaking, school visits, etc.
  - e. Collection development: read reviews, select materials, weed collection, as assigned.
  - f. Keep current with library profession by reading professional publications and participating in appropriate meetings, workshops, and training sessions.
  - g. Recommend improvements in operations, procedures, policies, etc., and formulating procedures and policies, as assigned.
  - h. Plan and prepare booklists and bibliographies.
  - i. Write articles for the library's web site as assigned.

3. Patron Assistance:
  - a. Answer telephone and transfer calls.
  - b. Assist patrons in locating print, non-print, and electronic materials.
  - c. Assist patrons at the circulation desk.
  - d. Answer directional and reference questions, using both print and electronic resources.
  - e. Handle patron problems and complaints as necessary.
  - f. Take/fill patron requests/reserves.
  - g. Assist patrons with online catalog
  - h. Take patron suggestions for purchase.
  - i. Instruct and assist patrons in the use of PC's, internet, and electronic resources.
  - j. Remind patrons of proper behavior as necessary.
  - k. Consistently promote library services and programs to patrons.
4. Circulation duties:
  - f. Charge and discharge materials.
  - b. Register borrowers.
  - c. Collect fines/fees.
  - d. Maintain statistics as required.
5. Committee work – Chair, or serve as a member of, one or more of the library system's various internal operations committees – including Bibliographic Database, Training, Circulation, Programming and its subcommittees for adult, teen, and children's programs, Marketing Team, Electronic Games, and/or Latino Advisory.
6. Cooperate with all staff in performing any duties essential to providing quality customer service and the achievement of all library objectives, goals, and mission in conjunction with the Strategic Plan.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed below are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

**KNOWLEDGE, CRITICAL SKILLS AND ABILITIES:**

1. Accredited Master's Degree in Library Science; and/or
2. Indiana State Certification as Librarian IV or higher; and/or
3. Special training/experience in relevant areas.
4. Ability to organize and supervise.
5. Ability to effectively use computer equipment.
6. Experience with automated systems, and/or the ability and willingness to learn to effectively use the automated system.
7. Ability and/or willingness to learn to use word processing and spread sheet software.
8. Knowledge of, and experience with, library materials, services, and programs for children.
9. Strong interest in, and ability to, work well with the public.

10. Ability to effectively present information and respond to questions from staff members, patrons, and the general public.
11. Ability to define problems, collect data, establish facts, and draw valid conclusions.
12. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
13. Ability to write reports, business correspondence, and procedure manuals.
14. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry.
15. Ability and willingness to become familiar with library services, programs, collections, and procedures.
16. Ability to communicate effectively, both verbal and written with staff and the public.
17. Ability to work harmoniously and effectively with other staff members.
18. Ability to work flexible schedule including evenings and weekends as assigned.
19. Ability to sit or stand for prolonged periods (1 or more hours).

**OTHER SKILLS AND ABILITIES:**

1. Knowledge of, or experience with, library routines, procedures and duties.
2. Travel to library meetings or workshops as needed or requested.
3. The employee must be familiar with, or able to learn to function with, the following equipment in order to perform job functions:
  - a. Personal computer, printer, scanner, etc.
  - b. Telephone system
  - c. Photocopier
  - d. Calculator
  - e. Fax machine
  - f. Video projector
4. Familiarity with or ability to learn to use the following applications:
  - a. Library automation system
  - b. Internet
  - c. word processing, spreadsheet, and other software applications

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational

manner, making sure that the other employees and patrons are safe and out of the building.

- *Work Environment:* While performing the duties of this job, the employee may be exposed to room temperature changes, fumes from household-type cleaners, and airborne particles. The noise level in the work environment is usually low.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

**NOTE:** This is a part-time, 20 hour per week position, including evenings and weekends as assigned. This position includes traveling to branch locations, professional meetings, workshops, or other activities which may be deemed necessary for attendance.