

LIBRARY ASSISTANT: TEEN SERVICES DEPARTMENT

POSITION: LIBRARY ASSISTANT, TEEN SERVICES

SALARY: NUGR 09 - \$20.33 per hour, non-benefited, includes IPERS enrollment

HOURS: Non-exempt, Part-Time, up to 22 hours weekly

SCHEDULE: 12:00 PM – 7:00 PM Monday and Wednesday

12:00 PM – 5:00 PM Every other Friday and Saturday

1:00 PM – 5:00 PM Every other Sunday

REPORTS TO: Teen Manager

To apply, email your cover letter, resume, and application to jmenning@councilbluffslibrary.org or mail/deliver to Council Bluffs Public Library, Attn: Ms. Jamie Menning 400 Willow Ave., Council Bluffs, IA 51503.

Open until filled

Council Bluffs Public Library is an Equal Opportunity Employer.

NATURE OF WORK:

The Teen Library Assistant performs customer service work under the general supervision of the Library Teen Manager. The Teen Library Assistant is responsible for routine library tasks, maintaining a safe and welcoming environment, and assisting teen library users as needed in Teen Central. This position may also assist with program creation and execution, marketing, and outreach.

DUTIES AND RESPONSIBILITIES:

- Helps to establish and maintain a high level of customer service performance standards.
- Welcomes teen patrons to the library, answers readers advisory, directional and informational questions about the library; referring other questions to the appropriate service desk.
- Demonstrates a working knowledge of library science principles and practices.
- Demonstrates a working knowledge of young adult development and teen social interaction.
- Assists in teen program preparation and execution.
- Assists in overseeing the appropriate use of library facilities. Refers problems, concerns or complaints to the supervisor when necessary.
- May perform specialized library procedures such as outreach, collection maintenance, and display creation etc.
- May create marketing materials for print and digital platforms using appropriate software.
- Performs other related duties as assigned.

ABILITIES AND KNOWLEDGE REQUIRED:

Experience/Education

- High School diploma or equivalent (GED)
AND
 - Library technical assistant degree or two years college
OR
 - 4 years library experience
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- Experience in a school environment or working with young adult populations preferred.
 - Ability to assist patrons in their searches including retrieving and reshelving all types of materials throughout the library.
 - Ability to work in a pleasant and effective manner with customers, co-workers, other agencies, and departments.
 - Ability to read, understand, and follow oral and written instructions and make decisions within established guidelines.
 - Ability to maintain patron confidentiality.
 - Experience with software such as Microsoft Office Suite, Google Suite, GIMP, Zoom, Sirsi-Dynix Symphony Workflows or another ILS.
 - Experience with technology equipment including gaming systems and VR headsets.
 - Ability to use independent judgment to make decisions.
 - Ability to be creative, flexible, and to prioritize tasks.
 - Ability to work with minimal supervision and regularly take personal initiative to execute work responsibilities.
 - Ability to work nights and weekends; and flexible enough to switch when necessary.
 - In order to best serve our community, bilingual ability is a plus.

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 essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and to reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel, or crawl.

The employee must occasionally lift and/or move objects of 40 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Selected candidates must be able to provide proper documentation for work in Iowa and may be subject to a background check.

*Incomplete applications will not be considered.