

# **LIBRARY TECHNICAL ASSISTANT (CHILDREN'S PROGRAMMING)**

FLSA Status – Non-Exempt

EEO Code – E/Para-Professionals

Class Code – E520

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## **GENERAL DESCRIPTION OF THE DUTIES**

Develop a variety of programs appropriate for children ages birth to 12 years and their families. Perform various other duties within the Library to include patron help/direction, shelving, web page maintenance, computer entry, file maintenance, and public relations.

**SUPERVISION RECEIVED:** Works under the general supervision of the Senior Librarian.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel and volunteers on department policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Develops and presents age appropriate programs for children, including Summer Reading, Toddler Time, Tiny Tales, Story Hours, and special events.
2. Evaluates program needs tailored to the community and, with oversight from the Senior Librarian, develops and implements new programs and services.
3. Promotes Library services to the community using appropriate media, and schedules and conducts tours for individuals and school classes.
4. Maintains and keeps current the Library web page for children.
5. Produces children's service displays, promotional posters, bulletin boards, flyers, decorations.
6. Instructs children and adults in the use of Library materials and technology, the organization of the Library, and the use of computer systems, including full-text database and Internet searching, CD ROM applications, and Internet access. Troubleshoots basic computer problems.
7. Provides reference services for children and adults in Children's Services.

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8. Explains use of facilities and equipment such as public catalog computer, photocopy machine and audio-visual equipment.
9. Maintains orderliness of Children's Room. Shelves books, "read" bookshelves and other Library materials. Assists in set-up for programs.
10. Follows all safety rules and procedures established for work areas.

## **OTHER JOB FUNCTIONS**

1. Performs various craft and clerical tasks to assist the Children's Librarian in support of Library operations, e.g. photocopying, typing, completing reports, etc.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Knowledge of stages of childhood development and principles of customer service;
  - Knowledge of office practices and procedures, math and operation of standard Library and office equipment;
  - Knowledge of, or ability to learn, Dewey Decimal Classification System and its application in cataloging children's materials in all formats.
- General knowledge of children's books and authors and ability to work well with children and their parents.

### **Skill**

- Skill in establishing and maintaining effective working relationships with others;
  - Developing and implementing programs that meet the informational and recreational needs of children and their caregivers.

### **Abilities**

- Ability to communicate effectively with the public, members of outside agencies, and employees.
  - Work in a team environment; and
  - Develop grants or recruit donations for special projects and programs.

## **EXPERIENCE AND EDUCATION**

Equivalent to college degree, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

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## **DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS**

Previous library experience, or experience in dealing directly with the public in a service capacity; experience in program development; general knowledge of children's literature required. College degree with a focus on child development preferred. Requires current Oregon driver's license.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve driving the Library bookmobile, moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc. and infrequently weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as standard library and office equipment. Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work environment is somewhat louder than most office environments due to presence of youth, however, noise does not present a hazard. Work schedule includes evenings and weekend assignments.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

**Established: 08/99**

**Revised: 05/01**

**Revised: 11/01**