

**GARLAND COUNTY LIBRARY**  
Position Description  
**JOB TITLE: Youth Services Assistant**

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Exempt(Y/N): No

DEPARTMENT: County Library

DATE PREPARED: December 2021

SUPERVISOR: Youth Services Librarians

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**SUMMARY:**

Under the close direction of the Youth Services Librarians, the Youth Services Assistant performs specialized library tasks with a focus on children and teens. These tasks require skills in computer use, typing, filing, reader's advisory and general clerical duties. The Youth Services Assistant offers varied services to increase, promote, and ensure efficient library operations. This individual has extensive contact with the public requiring excellent customer service skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provides assistance to patrons by registering borrowers and circulating library materials in all available formats.
2. Answers inquiries of a non-professional nature using the telephone, online resources, and in-person interactions. Refers patrons requiring more information to the appropriate office or staff member.
3. Provides basic assistance to readers in the use of card catalogs, computerized equipment, library apps, e-resources/readers, and other devices.
4. Operates and troubleshoots minor problems with office equipment, computer and peripheral equipment, audio-visual equipment, e-resources/readers, and similar devices. Offers instruction to the public in the proper use of this equipment.
5. Maintains records and files in an accurate and proficient manner. This may include the creation of program calendars to distribute to the public.
6. Performs word processing and compiles data for various statistical reports using computer programs and equipment.
7. Registers borrowers, perform typing, and compile data for various statistical reports using computer programs and equipment.

8. Inspects returned materials for damage, and computes, generates, and receives damaged or lost fees as needed.
9. Assists with maintenance of youth collections, including some processing and basic mending.
10. Sorts and shelves library materials and resources.
11. Locates, reserves, retrieves, and delivers library materials in all formats for library patrons and staff.
12. Explains and carries out library policies and procedures to patrons and volunteers.
13. Provides routine informational and reader advisory services.
14. Assists patrons in signing up and participating in reading programs and activities.
15. Assists librarians, youth services specialists, and youth programs coordinators with program planning, preparation, publicity, implementation, and clean-up.
16. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED preferred, but not required; and prefer six (6) months previous work experience performing clerical and/or public service duties. Experience working with children or youth is strongly preferred.

**OTHER SKILLS and ABILITIES:**

The person in this position must possess the ability to communicate effectively both orally and in writing and possess excellent interpersonal skills. The incumbent must possess the ability to type with above-average results, have general computer knowledge, possess the ability to interpret library manuals, operate audiovisual equipment, and have general knowledge of decimal numbers and their construction. The person in this position must be able to establish and maintain a good working relationship with the public and other employees. Should possess the ability to focus on repetitive and varied detail-oriented work. Should also be able to multitask effectively.

**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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, reach with hands and arms; climb or balance on a step stool/ladder; stoop or crouch, and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds and possess the ability to move/push wheeled trucks with heavy loads.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the workplace is often quiet, but the fast-paced, public service-oriented environment may be considered moderately stressful.