



HUMAN RESOURCES

## POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

**Job Title:** **Library Assistant II-Teen Services**  
**Location:** Charleston Main  
**Reports To:** Main Library Public Services Manager  
**Last Revision Date:** 1/2017

### PURPOSE

The Library Assistant II actively supports the Library's mission and objectives through performing tasks and functions related to serving the public within assigned areas of responsibility.

### NATURE & SCOPE

This position's primary responsibilities are uniform in nature and include a variety of tasks performed within clearly defined departmental procedures to include the basic services as described for a Library Assistant I at an operational level, with additional responsibility for specialized tasks within departmental activities. This position may exchange and/or present prepared information with both internal and external contacts and works under general supervision and may serve in a lead role on occasion.

### ORGANIZATION PLACEMENT DIAGRAM



### QUALIFICATION GUIDELINES

Education	Experience
<b>Essential</b>	
High School Diploma	One year experience involving frequent public contact in a service capacity Proven skills for general computer use, to include Microsoft Office software and the internet Knowledge of English grammar, punctuation, spelling and arithmetic; numerical filing procedures
<b>Preferred</b>	
Related college coursework	Previous experience working in a public library setting Previous experience working with teens Some knowledge of library classification systems including the Dewey Decimal System
<b>Ability to:</b>	

Communicate orally and in writing and maintain operating knowledge of related equipment and software  
 Work cooperatively and effectively with staff, patrons, and contacts.  
 Some positions require the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating the vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record.  
 Ability to learn operation of moderately complex computer automated library system and perform accurate data entry.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification



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### PRIMARY ACCOUNTABILITIES

- Work to actively promote and meet the customer service expectations established within the Library System.
- Provide excellent service to library users in the Teen Zone and the circulation desk, performing all related functions, answering basic reference and informational questions, providing reader's advisory, demonstrating and troubleshooting the use of equipment and related software.
- Assist with general operational needs of the library or department to include specialized tasks such as report creation/processing, assigned projects and clerical duties.
- Performs collection maintenance duties to include shelving, shelf-reading, delivery and mobile collection processing.
- Participate in library teams, workgroups, and system events.
- Participate in/facilitate local teen programming; assist with standard system-wide teen activities; provide community outreach services as assigned.
- Perform duties in support of facility operations; to include opening and closing to public, maintenance work orders, and following appropriate security procedures as established within the policies and procedures.
- Participate in Teen Services system-wide training.
- Develop and coordinate displays in the Teen Zone on a regular basis.
- Provide assistance to the Teen Services Librarian, including but not limited to Summer Library Club and Volunteer Program.
- Substitute, if assigned, for other staff during temporary absences by performing specified duties and responsibilities essential to maintain continuity of service.
- Carry out any other duties within the scope, spirit and purpose of the job.

### ESSENTIAL ABILITIES

- ◇ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public
- ◇ Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports, requests for proposals, specifications and related materials in both electronic and hard copy form
- ◇ Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a telephone or a keyboard and wand as necessary to process library materials
- ◇ Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to administer library location operations, to transport books and materials, and to attend offsite meetings at various locations
- ◇ Ability to work a flexible schedule, to include evenings and weekends
- ◇ Ability to learn and carry out the primary accountabilities of the assigned position
- ◇ Ability to use basic math skills, include the ability to sort numerically using whole numbers and decimals.
- ◇ Ability to alphabetize using the English language alphabet
- ◇ Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching
- ◇ Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities
- ◇ Ability to interpret or work from oral or written instructions
- ◇ Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons

All positions at KCPL require a criminal background check.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*

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This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification