

| | |
|---------------------|---|
| Description Number | 032.138 |
| Position Title | Youth Services Paraprofessional |
| Salary Grade | 13 |
| FLSA Classification | Nonexempt |
| Reports to | Branch Manager or Youth Services Supervisor |
| Revision Date | 05/09/2017 |

Position Summary

The Youth Services Paraprofessional performs public service duties focused on children ages birth to 18 years old, depending on job assignment. In the Youth Services area, the Paraprofessional plans and presents programs and classes, and actively engages in reader advisory with children, teens or adults. Responsibilities include assisting customers in locating library materials and basic information. More complex questions are referred to the librarian. Performs routine work independently, seeks guidance for complex questions or issues.

Essential Functions

1. Provide basic reference and reader advisory assistance to youth and adults, depending on branch assignment.
2. Plan and present classes for children and/or teens, depending on branch assignment, in the branch and at outreach locations.
3. Promote the library at a variety of community events.

Duties

1. Assist customers with reference and general information inquiries and with searching the library's catalog and electronic resources.
2. Assist customers with downloading library resources using mobile devices.
3. Develop and deliver public programming and classes for youth in alignment with District goals.
4. Assist customers with finding and reserving materials, including interlibrary loan.
5. Merchandise and promote the collection via displays and other means.
6. Under supervision, weed the collection.
7. Complete special projects and assignments as directed.
8. Serve on committees within the District related to this position.
9. Perform other branch duties as assigned.

Skills

1. Knowledge of general library operations.
2. Strong verbal and written communication skills.
3. Skill using Microsoft Office software and Google apps.
4. Professional telephone manners.
5. Skill using library equipment and technology such as e-readers and mobile devices, phones, copiers, fax/scan machines, bill changers and video projectors.
6. Ability to create and deploy engaging story times and classes for youth.
7. Ability to successfully search library catalog and electronic resources.
8. Ability to perform duties with high level of accuracy and attention to detail.
9. Ability to multi-task and stay well organized in a rapidly changing environment.
10. Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.
11. Ability to exercise initiative to achieve established goals and directives.

Essential Physical Abilities

Accomplished with or without reasonable accommodation.

1. Ability to lift materials and push or pull carts weighing up to 30 pounds.
2. Ability to stand for long periods of time.
3. Ability to arrange chairs and tables for programs.
4. Ability to reach high or low to retrieve or return materials to shelves and move through aisles.
5. Sufficient clarity of speech and hearing to communicate well with staff and customers.
6. Sufficient vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
7. Sufficient personal mobility to attend meetings at various locations within the District.

Education and Experience

1. Bachelor's degree required.
2. One year related experience in public or customer service; experience working with children and/or teens preferred.

The job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the Library.