

## **Library Assistant I - Children's Department**

**Answers to:** Children's Department Supervisor

**Nature of work:** Entry level position under direct supervision. Works on continuing or individual assignments provided by supervisor.

**Essential duties and responsibilities:** All the duties of a page in addition to, planning and preparing program materials as directed. Designs and prepares program publications and displays. Assists patrons with questions and problems. Organizes materials and other duties as requested. Cross trains with other positions in the department or branch as determined by supervisor, and other duties as requested.

**Required knowledge, skills, and abilities:** Ability to understand and follow oral and written instructions. Ability to deal effectively with co-workers and the public. Great customer service skills. Basic computer skills, in the Windows environment.

**Physical Requirements:** Work is performed in an office environment and requires sitting, standing, and stooping, walking and lifting of objects weighing less than 25 lbs. and may require lifting objects weighing in excess of 25 lbs. occasionally. Common abilities such as mobility and dexterity.

**Required Qualifications:** High school diploma or equivalent.

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.

A criminal background check and a drug screening are part of the pre-hire process.

**FLSA STATUS: NON-EXEMPT**