

## **Library Assistant II - Children's Dept**

**Answers to:** Branch Manager or Head of Children's Department

**Nature of work:** Under general supervision, present children's programs/storytimes at direction of supervisor and assist patrons with questions and research.

**Essential duties and responsibilities:** Provide a pleasant and inviting children's area. Assist in preparing and conducting children's workshops. Assist patrons in locating reading materials and reference resources both print and nonprint, and other computer usage. Create advertisements for programs. Reshelve materials. Prepare and conduct weekly storytimes in-house and in Outreach facilities. Other duties as requested.

*Staff members at smaller branches may be required to work in any and/or all departments as the need arises; therefore, cross training is necessary.*

**Required knowledge, skills and abilities:** Some knowledge of library procedures. Ability to understand and follow oral and written instructions. Ability to deal effectively with co-workers and the public. Some skill in working with children. Customer Service skills. Basic computer skills in Windows environment.

**Physical requirements:** Work is performed in an office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs. 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 plus 1 year library or related experience.

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 drug screening are part of the pre-hire process

FLSA STATUS: NON-EXEMPT  
6/15/13