

Library Associate II- Children's/YA Position
Louise Williams -Full Time
Minimum Beginning Pay: \$12.7920/hr; \$26,607.38 Annual

ANSWERS TO: Branch Manager

NATURE OF WORK:

Develop, plan and administer children's school age and young adult programs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Children's /Young Adult:

Works cooperatively with young adult and children's system coordinators
Plan, prepare and conduct weekly school age story hour and/or activities
Design, present and promote programs for Tweens and Young Adults
Assist patrons with reference questions as related to children/young adults
Decorate and keep organized the juvenile and young adult areas of the library
Serve on young adult book selection committee
Do outreach, school programs, promotions for elementary, middle and high school students
Substitute and/or assist as needed in Early Childhood programs

Other small branch duties as requested:

Work circulation desk as needed:
Check in/out, renew materials, reader's guide
Answer routine reference questions
Assist and train patrons in locating information, using resources materials and equipment including internet sources
Fill and place material requests
Read and dust shelves

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of standard library practices and procedures
Skill in use of computers and other office equipment
Good communication skills both oral and written
Ability to deal effectively with co-workers, children, young adults, parents and the general public

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:

BS + 1 year of lib exp + 9 hrs. LS **OR**
2 years college(60 hrs) + 5-7 years lib. or related exp + 9 hrs LS **OR**
High school diploma + 7-10 years lib or related exp + 9 hrs LS

NOTE: Successful completion of 3 Core Competencies of the LSSC Program may be substituted for 9 Hrs. LS

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.**

