

Library Assistant II-Children's Dept at OV
40 hr per week. Min. beginning hourly rate: 10.1243

Answers to: Head of Children's Dept.

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 including downloading applications

Create advertisements for programs

Re-shelve materials

Prepare and conduct weekly story times in-house and in Outreach facilities

Other duties as requested

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

Computer skills working 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 + 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 a drug screening are part of the pre-hire process

FLSA STATUS: NON-EXEMPT

6/15/13