**Library Associate II**

 **Children’s/YA Dept**

 **(Small-Med Sized Branch)**

**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.**

FLSA STATUS: NON-EXEMPT

6/17/13