



JOB DESCRIPTION

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Teen Services Manager
Location:	Martin Library	Classification:	Part-Time/Non-Exempt
Department:	ML Teen Services	Hours:	20-22 hours per week
Schedule:	Wed 2:00 PM – 8:00 PM / Thur 2:00 PM – 8:00 PM/ Fri 2:00 PM – 5:30 PM / Sun 12:30 PM – 5:00 PM		
Summer Hours	Wed 12:30 PM – 8:00 PM / Thur 12:30 PM – 8:00 PM/ Fri 2:00 PM – 5:30 PM / Sun 12:30 PM – 5:00 PM		

GENERAL DESCRIPTION

Under the supervision of the Manager of Teen Services, the Library Assistant will provide assistance to a diverse population of members in using library resources. The Library Assistant will primarily be involved in the day-to-day functions of the Teen Forum – greeting members in the Teen Forum; informing members of and enforcing Teen Forum/library rules, checking in/out materials, shelving books, opening/closing duties, creating/updating customer records, etc.

EDUCATION & EXPERIENCE REQUIREMENTS

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- Candidate must have a high school degree or equivalent.
 - Experience providing customer service in an urban public library is preferred.
 - Experience working with children/teens is preferred.
 - Candidate must have current Child Abuse clearance; PA Criminal History; FBI fingerprint based record check; and Mandated Reporter Training certificate

GENERAL REQUIREMENTS

This position requires someone with excellent communication skills and the ability to interact with a diverse Teen population. The Teen Library Assistant must be enthusiastic; flexible; and have the ability to work constructively with a team. The Teen Library Assistant must be comfortable using computers; learning new software; performing computer based research; and trouble-shooting computer hardware and software issues.

PHYSICAL REQUIREMENTS

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- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
 - Must be able to push/pull carts weighing up to 120 pounds.
 - Must be able to reach, lift, and stretch throughout the work day.
 - Must be able to stand and/or walk up to four (4) hours at a time.
 - Must be able to sit for up to four (4) hours at a time.

DUTIES AND RESPONSIBILITIES

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- Along with the Teen Services Manager, assist with the planning and implementation of programming for teens.
 - Understands the operation of Martin Library's Teen Forum and informs members of library rules and policies and enforces these.
 - Understands the operation of the Teen Forum and Computer Lab and assists members using the computers.
 - Performs duties related to checking in and checking out library materials. This includes using an item scanner and the ILS.
 - Creates new member records and posts or responds to messages on member accounts.
 - Assists members with locating library materials, using catalog searches when needed.
 - Monitors use of computer system in the Teen Forum Computer Lab.
 - Shelves, straightens, and organizes materials in the Teen Forum.
 - Ensures that the appearance of the desk area and the shelving units are neat, clean, and organized.
 - Assists with program preparation, including set up of area, preparing craft material, and other work as necessary.
 - Works with team members to create a caring, courteous, and respectful environment.
 - Assists in implementing, and recommends to the Teen Librarian, ideas that will improve customer service.
 - Works on special projects or list of continuous tasks when there is down time.

- Performs additional duties and special projects, as directed by management

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment.

Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
 - Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
 - Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
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York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.