

POSITION DESCRIPTION
CITY OF HASTINGS
HASTINGS PUBLIC LIBRARY
LIBRARY & TEEN SERVICES ASSISTANT

SUMMARY

Seeking a highly motivated, open-minded and tech savvy individual to act as a Teen Services Assistant for the Hastings Public Library. This will include offering services to tweens, teens, and emerging adults by providing programs that are engaging and educational. This position will also assist with daily library operations including providing friendly, high quality customer service to all Library patrons.

RATE OF PAY: \$11.00/hour, 12-15 Hours Per Week

SUPERVISION RECEIVED

Work is performed under the direction of the Youth Services Librarian in coordination with the Circulation Supervisor and Library Director.

RESPONSIBILITIES AND ESSENTIAL DUTIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Work in conjunction with the Youth Services Librarian to execute the library vision through outreach, in house programming, volunteer opportunities and coordinating with local groups.
- Adhere to Library privacy law. Have the ability to maintain confidentiality and use appropriate judgement when handling information and records.
- Develop a rapport with teens in the library in order to better understand their information needs.
- Assist with managing the teen space, creating a welcoming, safe environment for all.
- Create and conduct programming with assistance from Youth Services Librarian and other library staff.
- Perform outreach visits to local schools and community events.
- Assisting patrons of all ages in performing reference searches, selecting and locating materials, and providing readers advisory services.
- Participate in library-wide initiatives and programs.
- Provide excellent service to the public with onsite materials and resource sharing, access to public computing and online resources, reference and referral information.
- Check materials in and out, register patrons for library cards, assist public with self-checkout, renewals, holds, computers, faxes and other duties as assigned.

ESSENTIAL FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

All the following functions, knowledge, skills, abilities and duties are essential. An employee in this class, upon appointment should have the equivalent of the following:

- Knowledge of typical library services
- Ability to work effectively with the general public and employees.
- Proficient in use of standard business applications and software, including email, web browsers, web applications and Microsoft Office suite.
- Ability to lift 40 pounds.
- Ability to push book trucks with up to 100 pounds of materials on them.
- Ability to understand and follow written and oral instructions.

QUALIFICATIONS:

- Required Education: High School Diploma or Equivalent, Advanced Coursework or College Credits Preferred.
- Experience working with children, teens and young adults preferred.

This position description is not intended to be a complete list of all responsibilities and skills required and is subject to review and change at any time in accordance with the needs of the Hastings Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.