

POST IN PUBLIC AREA

**Jackson-George Regional Library System**

November 6, 2023, until Filled

Position: **Library Assistant I / Youth Services**

Location: **Vancleave Public Library**

Available: January 2, 2024

Salary: \$20,887 per year (\$10.71 per hour)

JGRLS is looking for a fun, innovative person who enjoys working with children and teens. This individual will conduct story time, plan and implement programming events for children and teens, and should have a general interest in children's and teens' literature.

The employee holding this position works under the supervision of the Branch Manager to complete the detailed tasks necessary for the courteous, efficient, and systematic provision of readers' assistance and other public services related to providing access to, and successful use of, the resources and services of the Vancleave Public Library, with an emphasis on children and youth services, materials, equipment and resources.

All Library employees are required to work as an effective and efficient team. Employees in this job classification are expected to possess the skills needed to complete all non-professional routines and procedures. Using the team approach, employees will, through open and continuous channels of communication with members of the local community, subordinates, colleagues, and superiors, assume responsibility for day-to-day operations of the library.

**A. MINIMUM QUALIFICATIONS**

1. AA degree or 60 semester hours (or equivalent) of college/university credits.
2. Knowledge of contemporary and classic children's and YA literature.
3. One (1) year paid full-time office or public contact work experience, with at least one year dealing with children and young people.
4. Effective written & oral communication skills.
5. Ability to place items in alphabetical and numerical sequence.
6. Knowledge of and ability to use PC in a Windows environment.
7. Knowledge of Microsoft Office.
8. Ability to navigate the Internet.
9. Must be physically capable of standing for long periods, ability to hear, bend, stoop, push, pull, squat, crouch, reach above shoulder level, and lift and move objects up to 25 pounds.
10. Valid Driver's License and reliable transportation.

## **B. KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to learn and apply approved JGRSL operating policies and procedures to the work environment.
2. High level of communication skills, both oral and written.
3. Knowledge of contemporary and classic literature for all age groups, with an emphasis on children's and YA literature.
4. Ability to use the library's classification system and online catalog in order to assist Library users.
5. Knowledge of and ability to use Internet, Microsoft Office, Computer Software, Library ILS, and PC Computers in a Windows environment.
6. Knowledge of the range of resources and services available through the Library System and ability to help patrons access the appropriate staff, branch or department to fill their information needs.
7. Keyboarding skills and ability to complete forms, reports, and correspondence.
8. Ability to establish and maintain effective working relationships with members of the community, subordinates, colleagues, superiors, volunteers, and Library users.
9. Ability to communicate effectively, pleasantly, and clearly with coworkers and Library users in person, by telephone, by e-mail and in writing.
10. Ability to place items in correct alphabetical and numerical sequence.
11. Ability to operate Library related equipment.
12. Ability to follow basic safety principles and workplace safety guidelines.
13. Ability to plan and set up attractive and effective bulletin boards and library displays.
14. Ability to plan and implement events and programs for the promotion of Library programs, services, and materials.

## **C. DUTIES AND RESPONSIBILITIES**

The person holding this position will devote the majority of their time to performing "youth services" responsibilities and will fill in at the public service desk on an as-needed basis. The Branch Manager is responsible for all work assignments and the time spent performing public service duties depend on the needs of the Branch and the Branch Manager.

1. Staff the YS desk, answering telephones and responding to in-house inquiries from patrons of all age groups.
2. Assist YS patrons in the use of the various resources, equipment and services offered by the library.
3. Keep the YS area neat, accessible and in order through regular shelf reading.
4. Prepare YS statistical reports, forms and correspondence as needed.
5. Assist YS patrons in the use of the online catalog, public access computers, the Internet, and other electronic resources provided for public use at the library.
6. Serve as Person-in-Charge (PIC) as required by duty schedule.
7. Review and understand all policies, procedures and training manuals developed by the library system and Branch Manager.
8. Provide courteous, considerate, friendly, and energetic service at all times.
9. Perform established routines for opening and closing the branch, and cash management policies and procedures effectively and efficiently.

10. Read widely in the area of children's and Teen literature and recommend children's and Teen materials appropriate for the branch's collection and the community served.
11. Order library materials as directed by the Branch Manager.
13. Maintain the YS collection; arrange for attractiveness and ease of use; weed, develop methods to promote sections of the collection, new items, etc.
14. Develop and present weekly programs for preschoolers, including storytelling, crafts, flannel boards, puppet plays, etc.
15. Develop and present appropriate programming for all ages within the YS realm – Preschool, Children, Tween, and Teen.
16. Plan and execute the Summer Reading Program under the direction of the Branch Manager and JGRLS Coordinator of Youth Services.
17. Plan and execute special programs for outreach to public and private schools and daycare centers and other community groups in the community under direction of the Branch Manager.
18. Read, understand and implement workplace safety guidelines, as issued.
19. Attend branch, system and other meetings and training programs, including overnight travel, as required.

The absence of specific statements of duties does not exclude those tasks from this position if the work is similar, related or a logical assignment.

The primary worksite is the Vancleave Public Library, located at 12604 HWY 57, Vancleave MS 39565.

This is a 37.5 hour-per-week, salaried position. Work schedule will include day, evening and Saturday shifts and may vary from time-to-time, contingent on the needs of the Branch Manager, the Library and the Library System.

The position of Library Assistant I: Public Services/Youth Services (F/T Salaried) is classified "non-exempt" under the provisions of the U.S. Fair Labor Standards Act Amendments of 1985.

Work is performed in accordance with Regional Library Board of Trustees approved policies and procedures and other directives as issued by the Branch Manager and Library Director.

The employee holding this position is subject to an initial six-month probationary period. Employees will receive performance evaluations conducted by the Branch Manager periodically during this period. Thereafter, performance evaluations are conducted annually by the Branch Manager and reviewed by the Library Director.

**TO APPLY:** Applications may be picked up at any Jackson-George Regional Library branch or on JGRLS website: <https://new.jgrls.org/index.php/home-2/about/employment-opportunities/> . Applications can be dropped off at any JGRLS branch or mailed to Pascagoula Public Library, Attn: Human Resources, 3214 Pascagoula Street, Pascagoula, MS 39567. Please include your resume.

AN EQUAL OPPORTUNITY EMPLOYER