

Kirkwood Public Library

January 2012

FLSA Classification: Non-Exempt

Position: Library Associate III – Teen Services

Reports to: Teen Coordinator

Responsibility
Provide assistance to patrons in locating materials
Perform circulation functions: answer questions, assist with self-checkout
Create displays, Fill displays, check in new books
Provide Quick and Research Reference
Assist patrons with the Library catalog, public computers, Internet, databases, video game systems and Microsoft applications
Plan programs, assist in preparation of programs for children through adult
Assist in supervision of teen volunteers
Perform reader's advisory, learn popular titles, authors and award winners. Assist in compiling book lists and bibliographies
Notify supervisor of items in poor condition
Help maintain the overall neatness of the Library (i.e. toys, trash on tables, stray books)
Assist with collection development
Create and post promotional materials for teen events
Assist with Teen Outreach
Perform other duties as assigned

Qualifications:

1. Must be flexible and able to work up to 19 hours including nights and weekends.
2. Bachelor's degree or supplemented with experience working in a library with children and teens
3. Experience working with youth.
4. Interest in Children's and Teen literature.
5. Commitment to high level of public service. Must be willing to work cooperatively with and around people of all ages.
6. Good judgment with analytical and problem-solving skills
7. Ability to exercise initiative and independent judgment
8. Ability to establish and maintain effective working relationships.
9. Effective oral and written communication skills.
10. Ability to stand for long periods of time; ability to bend and stoop frequently to reach low shelves, reach high shelves, lift heavy books, and push a full book cart.
11. Ability to lift a minimum of 20 pounds.
12. Be willing to acquire knowledge of new technology available in the library and have the ability to translate that knowledge to patrons and fellow staff members.
13. Ability to work in a public service area that is busy, sometimes noisy and with frequent interruptions.
14. Strong computer skills including basic knowledge of Windows based computer and Internet searching applications.