

Job Title:	Children's Services Assistant II	Job Classification:	Assistant II
Department/Group:	Children's Services	Job #:	541
Location:	Indian Creek	Position Type:	26 hrs./wk.
Level/Salary Range:	\$17.19/hour	Schedule:	Monday 5:00 pm-8:30 pm Tuesday 9:00 am-12:30 pm Wednesday 9:00 am-12:30 pm Thursday 9:00 am-3:00 pm Friday 11:00 am-6:00 pm Weekend rotation (every 3 rd) Saturdays 10:00 am-5:00 pm Sundays 1:00 pm-5:00 pm Position requires occasional evenings and some flexibility, especially during the summer to assist with programming.
HR Contact:	Leslie Ellsworth	Date posted:	January 12, 2018
Benefits:	Holiday, Vacation, and Sick Leave, Flex Plan, Employee Assistance Program, KPERS, Deferred Compensation Plan		
Posting url:	http://www.olathelibrary.com/employment		
Application Deadline: Until Filled			
FAX OR E-MAIL: (913) 971-6839 or lellsworth@Olatheks.org		MAIL: Leslie Ellsworth Olathe Public Library 201 E. Park St. Olathe, KS 66061	
Online Application: http://www.olathelibrary.org/employmentapplication			
Subject Line: Attention: HR Department/Assistant II #541			
Job Description			
SUMMARY Under general supervision performs a variety of library tasks related to public service that are of routine difficulty and requiring some specialized knowledge in children's literature and/or services.			
ROLE AND RESPONSIBILITIES			
Essential Duties:			
<ul style="list-style-type: none"> • Knows and explains library services available to customers. • Assists and educates library customers in the location and use of library materials, equipment, and service technology. • Maintains effective courteous working relationships with all library customers and staff. • Works as a team member with other staff and volunteers. • Participates in the library planning process. • Participates in library staff meetings and training directly related to their area of responsibility. (Children's dept. staff meetings are 3rd Thursday of the month from 8-9 a.m.) • Knows and enforces library policies in area of responsibility. 			

- Provides clerical assistance as needed within assigned department.
- Consults with other staff to pool knowledge for the benefit of the user.
- Assists staff in providing services and programs to customers.
- Performs basic computer functions.
- Begins troubleshooting equipment problems and reports to the appropriate staff.
- Duties as assigned.

Specific Duties:

- Provides reference, information and reader’s advisory services to adults and children, using print and electronic resources.
- Provides user training and troubleshooting of library computers.
- Assists in developing and executing programs for elementary age children.
- Develops and executes preschool story times.
- Develops displays.
- Contributes book reviews to the Holiday Staff Picks and Staff Picks Pick of the Month.
- Assists with daily collection and shelf maintenance activities.
- Maintains, prepares, and updates as needed bibliographies, reading lists, finding tools, including the Picture Book Finder, program materials, and departmental forms.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Customer service oriented. Must enjoy children. Able to provide excellent customer service to library users of all ages. Should be a quick learner with good organizational skills. Able to work in a team environment and to handle multiple tasks in a fast paced public service setting. Strong interpersonal communication skills as well as effective oral and written skills. Excellent communication skills with both adults and children. Strong desire to provide friendly, quality service to the public. Aptitude for detail work. Willing to adjust work schedule to meet the needs of the department. Must be willing to be cross trained and work in other areas as needed.

Physical Requirements:

Work involves bending, reaching, lifting up to 30 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and office equipment is required. Regular contact is made with employees, volunteers, and the general public.

Education and Experience:

At least 60 hours of college undergraduate credit. Knowledge or experience with Windows Operating System, Microsoft Office, and Internet searching.

Preferred Skills

Prefer at least one year of library, public service or related experience. Prefer candidates that can accurately type 45+ words per minute. Experience with electronic database searching. Prefer candidates with a knowledge of SIRSI software or other ILS. Coursework in children’s literature.

Last Updated By:	Leslie Ellsworth	Date/Time:	1/12/2018
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