**CITY OF SUN PRAIRIE JOB DESCRIPTION**

**Library Assistant I – Youth Services**

**DEPARTMENT:** Library **CLASSIFICATION:** Non-union

**REPORTS TO:** Youth Services Head **REVISION DATE:** August 8, 2012

**GENERAL PURPOSE:**

Provide patron assistance at the Children’s Desk and in the Children’s Area and monitor all activity in the Children’s Area.

**ESSENTIAL JOB FUNCTIONS:**

 Assists patrons at the Children’s Desk and with general functions of the Youth

Department.

 Performs reader’s advisory and ready reference.

 Assists with library programs and program registration.

 Assists with projects relating to collection development.

 Maintains displays, particularly Picture Books, Reader collections and on the display table.

 Assists patrons with the operation of self-check, game and Internet stations.

 Maintains the confidentiality of library records.

**REQUIREMENTS OF THE WORK:**

 Working knowledge of library methods and procedures.

 Ability to operate library equipment properly. Some previous library work experience preferred.

 Maintains effective verbal and written communication with staff and public.

 Working knowledge of computers, Internet, copy machine, fax machine, telephone, audio-visual equipment, Microsoft Office Suite and LinkCat.

 High school diploma or GED. Working knowledge of English grammar and spelling.

 Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing educational opportunities.

**WORK CONDITIONS AND PHYSICAL REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Flexible work hours with frequent evening and weekend hours.

**APPROVED BY:**

Department Head Date Human Resources Director Date City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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