



**Position title: *Library Assistant II (Youth Services)***

**Hours:** Part-Time (25 hours/week); Days, some evenings, and weekends.

**Location:** Sedona Public Library, 3250 White Bear Road, Sedona, AZ 86336

**Supervisor:** Youth Services Librarian

**Supervises:** None

**Wages/Benefits:** Based on experience; Part-time benefits

**Date Revised:** April 18, 2022

**Who you are:**

- You love children and are committed to creating amazing experiences for them in our Children's Library.
- You are at the heart of the library user's experience at the library; you greet everyone with a smile, welcome them, and help them find the tools and materials to enrich their lives.
- You engage well with others and are passionate about providing an exemplary customer experience for children and their caregivers.
- You excel at all types of front-line service, from circulation to providing basic reference and readers' advisory services.
- You inspire and teach library users to positively interact with a wide range of electronic, print, and media resources and assist library users with computers and technology, both ours and theirs.
- You show a broad understanding of, and demonstrate support for, diversity, equality, and equity for everyone in the community.
- You are confident in collaborating with others and enjoy direct public service to diverse populations.

**What you'll do:**

- Strive to create a welcoming environment, providing high-quality family experiences and always focus on excellent customer service, maintaining confidentiality in all customer and staff interactions.
- Assist and instruct patrons in the use of library catalog, services, and resources.
- Assist patrons in the circulation of library materials, user registration, holds, interlibrary loans, and fines.
- Provide information, within scope of knowledge, using print and electronic resources and refer to other staff librarians as appropriate.
- Assist patrons with Children's Library computer use.
- Create, promote, and present engaging programs for children and/or teens.
- Provide readers' advisory services for children and their caregivers.
- Assist in monitoring the behavior and conduct of young library users while interpreting library policies and procedures.
- Coordinate Children's Library displays.
- Shelf books and periodicals as needed.

- Assist in weeding outdated, worn, and non-circulating items and recommend material for purchase.
- Maintain the physical appearance and ease-of-use of children's and young adult areas of the library.
- Attend staff meetings and other meetings and trainings as directed to keep current with event planning, program planning, and library trends.
- Perform opening and closing procedures.
- Communicate the value of the library to the community.
- May be asked to assist with program set-up, including moving chairs, tables, lectern, etc. as well as assist with meeting room technology.
- Along with the Library Board, Director, Assistant Director, and staff, participate in fulfilling the Vision and Mission of Sedona Public Library.
- Support Sedona Public Library fundraising and advocate for the library.
- Keep current with other Library communications such as Check It Out, Library e-newsletters, Red Rock News columns, etc.
- Know and practice ALA's Code of Ethics.
- Stay apprised of current trends and developments affecting library service for children of all ages and abilities.
- Other duties as assigned.

#### **Knowledge, Skills, and Abilities:**

- Has or will develop knowledge of and adherence to all Sedona Public Library policies and procedures.
- Has or will develop a knowledge of the Library's ILS.
- General knowledge of youth fiction and non-fiction material and various available formats.
- Excellent oral and written communication skills with the capability of presenting library programs such as story time, craft programs, etc.
- Ability to use reference tools.
- Ability to work independently and as a team player.
- Ability to operate office equipment, including computers, copiers, scanners, etc.
- Ability to train and work effectively with staff and volunteers.
- Ability to analyze, troubleshoot, and resolve problems.
- Ability to work evenings and weekends, as assigned.

#### **Education, Experience, and Training**

- Bachelor's degree in Library Science with course work in Youth Services and 1 or more years of related experience, or combination of training, education, and experience.
- Superior customer service skills, including the ability to interpret library resources and services to library users.
- Experience working with computers and problem solving within that realm.

#### **Physical Demands:**

While performing the duties of this position, employee is frequently required to use a computer for 4-6 hours/day, frequently sit, move, or stand for office and/or event functions, and sit in and conduct meetings with individuals and groups. Employee may lift stacks or boxes of books, equipment, supplies, tables and chairs, up to 50 pounds and push heavy book carts and loaded dollies. This position also requires bending, stooping, and reaching.

**Additional Information:**

- The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.
- Employment subject to background check.
- The essential duties of this position and the library's safety protocols require vaccination for COVID, therefore, an up-to-date COVID vaccination status is a requirement of this position.

Please email cover letter and resume to Judy Poe, Library Director at [jpoe@sedonalibrary.org](mailto:jpoe@sedonalibrary.org).