

THE EMMET O'NEAL LIBRARY

Position Vacancy

Title: Full-time Children's Assistant I

Description: Under general supervision of the Children's Department Manager, performs a variety of tasks involving the application of standard library routines; once procedures are learned, works with much independence; provides patron assistance as related to the children's department; performs related or other duties as required or assigned. The children's department patrons include children from birth to age 12, parents and the adults who work with children. The focus of this position is children's department customer service, patron assistance and programming including storytime.

Specific Duties:

- Provide excellent assistance to children and adult patrons in the children's department, including reference and reader's advisory assistance using print and automated resources.
- Staff the children's service desk as required.
- Assist patrons with computers, printers, and copiers.
- Program responsibilities include planning and implementing a weekly storytime for children and assisting the department with special events.
- Update and maintain children's department learning center and play materials.
- Perform outreach programs and conduct tours for area schools as needed.

Abilities, Skills, and Knowledge Required:

- Provide friendly and helpful service and reference assistance, along with or in the absence of Children's Librarians.
- Ability to offer excellent Readers' Advisory service.
- Ability to navigate and provide assistance on the internet, online databases, and mobile devices.
- Requires an innovative individual who is flexible, open to change, and has the ability to establish and maintain effective working relationships with staff and patrons.
- Ability to remain calm and diplomatic in stressful situations.
- Willing to dress up, perform for and entertain children of all ages.
- Ability to communicate clearly, both orally and in writing and typing.
- Ability to lift and transport items weighing up to 50 pounds, stoop, stretch, bend, twist and turn to move materials from place to place.
- Knowledge of Microsoft Office (Word and Publisher mandatory), knowledge of Excel and Adobe products are a plus.

Education / Experience: Four year degree from an accredited four year college or commensurate public library experience in a children's department .

Salary, Hours and Benefits: 40 hours per week, including one night per week and every third to fourth weekend. Health plan, life insurance, Alabama State Employees' Retirement System; 12 paid holidays, 12 days vacation per year. Starting salary: \$30,708. Position available immediately.

Application: Applicants should return a completed resume and application via email to dscrouch@bham.lib.al.us by October 5, 2018. Applications may be found at www.eolib.org. NO PHONE CALLS PLEASE.

“AN EQUAL OPPORTUNITY EMPLOYER”