

Ridgefield Library Association

Job Title: Library Technical Assistant II – Children's Services

Reports to: Head of Children's Services Department

Purpose: Supports the successful operation of the Library by providing services to the public and by maintaining Library materials and records. This position operates under the supervision of the Children's Services Department Head and is also expected to use independent judgment.

Essential Duties:

- Regularly scheduled for duty at the Children's Services Desk
- Provides quality reader's advisory and reference services to children, teachers and caregivers
- Assists and instructs children and caregivers in the use of library services and resources
- Performs routine general library work and basic clerical activities in support of library services
- May assist with Children's programs and special projects, as assigned
- Performs opening and closing duties
- Prepares for and cleans up designated areas for special programs
- Maintains a safe and welcoming environment
- Maintains a professional demeanor in all interactions
- Performs other duties as assigned

Knowledge & Skills:

- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees
- Ability to communicate effectively orally and in writing
- Ability to work independently and as a team member
- Ability to work with limited supervision
- Ability to learn and adhere to all Library policies and procedures
- Ability to learn and use Library technology and equipment
- Working knowledge of or ability to learn general library terminology and classification systems
- Working knowledge of or ability to learn Children's literature, media and resources

Physical Requirements:

- Ability to lift up to 40 pounds
- Ability to push and pull carts weighing up to 80 pounds

Qualifications:

- Two (2) years of experience in a related position (examples include working in a library, customer service positions, bookstores, early childhood programs or

schools); OR completion of a Bachelor's degree in a related field; OR an equivalent combination of education and experience. Education and/or experience must demonstrate possession of the knowledge, skills and abilities listed above.

- Must be able to work a flexible schedule including evenings and weekends.

