

Kirkwood Public Library

March 2016

FLSA Classification: Non-Exempt

Position: Library Associate III – Youth Services & Information Technology Associate

Hours: Monday, 8:45-5:15 pm, Tuesday, 5:15-9:15, Wednesday, 8:45-4:00 pm, Thursday, 12:45-9:15 pm, One Saturday a month, 8:45-5:15 pm, and every other Sunday, 12:45-5:15 pm.

Reports to: Director of Technology, Asst. Director of Programs and Youth Services

Responsibilities:
Provide assistance to patrons in locating materials
Perform circulation functions: answer questions, assist with self-checkout
Create displays, Fill displays, check in new books, and assists with shelving of books.
Provide Quick and Research Reference
Assist patrons with the Library catalog, public computers, Internet, databases, video game systems and Microsoft applications
Plan programs, assist in preparation of programs for children through adult
Assist in supervision of teen volunteers
Perform reader’s advisory, learn popular titles, authors and award winners. Assist in compiling book lists and bibliographies
Notify supervisor of items in poor condition
Help maintain the overall neatness of the Library (i.e. toys, trash on tables, stray books)
Assist with collection development
Create and post promotional materials for teen events
Assist with Teen Outreach
Regular attendance as scheduled and performing tasks as assigned are essential job functions.
Perform other duties as assigned
Alerts Director of Technology to suggested technical needs of the Library (hardware, software, etc.), Investigates options and communicates findings
Conducts technology help sessions, provides general directional and technical assistance as necessary for staff, adults and children under supervision of Director of Technology.
Assists in selection of computer hardware, software and supplies, as requested

Assists with statistical collection and reports
Configures, installs, upgrades and disposes of computer equipment and software as necessary
Keeps current of all new technological procedures, processes and equipment; Attends meetings and training courses as needed to remain current with the changing technology; Self-trains in order to acquire in-depth knowledge of library supported software and equipment
Performs necessary repairs and maintains a log of computer-related problems; Cleans, inspects and evaluates problem equipment or printers;
Proactively communicates status reports and issues to Director of Technology. Reports work accomplishments
Reports problems or needs to Assistant Director of Programs and Youth Services.

Qualifications:

1. Must be flexible and able to work up to 20 hours including nights and weekends.
2. Bachelor's degree or supplemented with experience working in a library with children and teens
3. Experience working with youth.
4. Interest in Children's and Teen literature.
5. Commitment to high level of public service. Must be willing to work cooperatively with and around people of all ages.
6. Good judgment with analytical and problem-solving skills
7. Ability to exercise initiative and independent judgment
8. Ability to establish and maintain effective working relationships.
9. Effective oral and written communication skills.
10. Ability to stand for long periods of time; ability to bend and stoop frequently to reach low shelves, reach high shelves, lift heavy books, and push a full book cart.
11. Ability to lift a minimum of 20 pounds.
12. Be willing to acquire knowledge of new technology available in the library and have the ability to translate that knowledge to patrons and fellow staff members.
13. Ability to work in a public service area that is busy, sometimes noisy and with frequent interruptions.
14. Strong computer skills including basic knowledge of Windows based computer and Internet searching applications.