

CHILDREN'S SERVICES ASSOCIATE

Performs functions to provide assistance to Library patrons and to develop Library programs for children.

Under general direction:

1. Provides reference and Reader's Advisory assistance for patrons including topical research and material location.
2. Plans library programs for children. Examines new and existing materials for program applications. Plans and conducts programs for children in the library, and for outreach, as requested.
3. Assists patrons with the use of library resources and equipment.
4. Assists Children's Services Librarian with collection management. Screens collection for outdated or unused materials following established guidelines. Checks materials for damage.
5. Maintains organization of children's materials following established guidelines.
6. Updates and maintains bulletin boards and other displays.
7. Conducts library tours for children.
8. Oversees volunteers. Assigns and checks work.
9. Prepares reports and statistics for management review as requested.
10. Maintains supply of forms, flyers and other publications for public distribution.
11. Troubleshoots and resolves minor computer hardware and software problems.

Uses personal computer and other common office equipment.

Performs other related duties as assigned.

UNIT III

TOTAL POINTS: 280
GRADE: 7

NON-EXEMPT

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<u>FACTORS</u>	<u>DEGREE</u>	<u>POINTS</u>
KNOWLEDGE Broad knowledge of a discipline, such as early childhood education. Equivalent to a complete college or university education.	4	60
EXPERIENCE Over 2 and up to 3 years.	3	60
COMPLEXITY OF DUTIES Diversified duties. Perform functions to provide assistance to patrons and to develop library programs for children. Exercise judgment to review new materials for program applications, within the limits of standard or accepted practice.	3	45
SUPERVISION RECEIVED Under direction and with definite objectives, plan and arrange own work, referring only unusual cases to supervisor.	3	20
ERRORS Probable errors would be difficult to detect and may have an adverse effect on relationships outside the organization. Work is not subject to check.	4	40
CONTACTS WITH OTHERS Regular inside contacts dealing with staff, and outside contacts dealing with schools to provide information concerning various children's programs, requiring tact and discretion, but the primary responsibility for results rests with management.	3	20
CONFIDENTIAL DATA Work with confidential data such as patrons' records which, if disclosed, might have an adverse internal effect.	3	15
MENTAL ATTENTION OR VISUAL DEMAND Flow of work and character of duties to assist patrons with requests involving normal mental and visual attention along with manual coordination.	3	15
WORKING CONDITIONS Usual office working conditions.	1	5