

**WASHINGTON COUNTY FREE LIBRARY
HAGERSTOWN, MARYLAND**

Children's Library Associate I (Boonsboro Branch)

Location: Boonsboro Branch Library

Department: County Services

Status: Permanent Part-Time

Job Description: The Children's Library Associate performs a broad range of tasks including providing library services to children and, along with other staff, provide library service to the general public.

Job Duties:

- Process daily delivery of materials
- Empty all book drops
- Shelve materials
- Wait on patrons checking in and out items
- Answer reference questions
- Answer computer questions
- Design and prepare a themed story time for every Saturday
- Execute infant story time every Friday using the kits from the children's department as well as your own ideas
- Design, create publicity and execute special programs at the library for any age group at least once a month (this will increase with experience)
- Maintain and post to social media sites: Facebook
- Process fines, fax charges, and printer charges using cash register or credit card machine
- Maintain equipment: copier, printer, fax machines, computers
- Manage patron computer usage using the SAM program
- Create book displays
- Weeding materials
- Check in and manage magazines and newspapers
- Attend meetings
- Actively pursue community outreach opportunities
- On Saturdays handle any building maintenance issues, patron issues, or materials issues due to being the highest level employee on duty
- Other duties as assigned

Education: Bachelor Degree

Minimum Abilities Required:

- Providing service to children requires a good rapport with children, knowledge of child development, knowledge of children's literature, and the ability to create fun and educational activities for children.

- Providing library service to the general public requires a pleasant demeanor and basic computer skills.
- Clerical work requires basic computer skills with the aptitude of learning additional skills with on the job training.

Preferred Abilities, Experience and Education:

- Successful experience working with children is preferred.
- A high level of computer literacy is preferred.

Work Environment and Physical Requirements:

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as but not limited to, a personal computer, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing and pulling. Ability to lift up to 50 pounds. Duties require shelving books. This requires the flexibility to bend down to the bottom shelves and may require stepping on a footstool to reach the top shelves.

Non-exempt

04/2018