



**JOB DESCRIPTION  
ANDERSON PUBLIC LIBRARY**

<b>Job Title:</b>	Children's Services Programming Assistant
<b>Department:</b>	Children's Services
<b>FLSA Status:</b>	Non-Exempt
<b>Employment Status:</b>	Full time
<b>Pay Grade:</b>	13
<b>Supervisor's Title:</b>	Children's Services Manager
<b>Last Revision:</b>	May 2024

**Job Summary:** The Children's Services Programming Assistant provides reference and reader's advisory information to customers and supports library and reading-related programs for Children.

**Essential Job Duties:**

1. Serves customers in the department and at the service desk by providing reference assistance and reader's advisory, locating materials and other resources, and assisting customers in using library catalog, computers, and other technology and equipment.
2. In collaboration with Department manager and librarians, plans and implements programs and events for children in various age groups and their caregivers at the library and in various community locations. Submits programming information by established deadlines for timely promotion.
3. Collaborates with teammates in planning and conducting season reading programs and special events.
4. Promotes library programs and services during customer interactions. Assists in creating timely and relevant displays.
5. Maintains collections by weeding, changing the status of items, and reorganizing collection areas. Shelves materials as needed.
6. Participates in professional development, continuing education, and networking opportunities as appropriate to keep current on library trends, issues, and best practices.
7. Participates in a variety of community activities. Provides a positive image of the library.
8. Assists in keeping safe, orderly, and neat environments in public and staff areas.
9. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
10. Performs other duties as assigned.

**Job Education and Experience:**

- Education: High school diploma or equivalent is required.
- Certifications or licensure: LC6.
- Years of relevant experience: 2 years of verifiable program experience (e.g., activities for youth) are preferred.
- Years of customer service experience: 2 years is preferred.
- Years of experience supervising: None.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

**Job Knowledge, Skills, and Abilities:**

1. Knowledge of library operations and services.
2. Knowledge of "Every Child Ready to Read @ Your Library" model of early literacy service and programming that promotes early literacy development.
3. Skill in public speaking.
4. Skill in creating, planning, coordinating, and facilitating programs and events (both in-house and outreach).

**Work Environment:**

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

**Physical Demands:**

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 25 pounds of force to lift or move objects.

**Equipment Used:**

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

*The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Core Values:**

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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**Acknowledgment:**

*I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.*

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Employee Signature:

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Date:

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Manager Signature:

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Date: