

JOB DESCRIPTION - CITY OF ALTOONA

JOB TITLE: YOUTH SERVICES ASSISTANT **EFFECTIVE DATE:** 7/1/2016
DEPARTMENT: LIBRARY
EXEMPTION STATUS: Non-Exempt
PAY RANGE:

REPORTING RELATIONSHIPS

Reports to: Library Director

GENERAL SUMMARY

Under general supervision of the Library Director, Assistant Library Director, and Children’s Librarian, performs a variety of routine and complex activities engaging youth in library programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and execute youth programming in the library. (55%)
- Develop and execute youth programming in the community. (20%)
- Prepare publicity materials and displays for youth collections, programs and services. (10%)
- Develop and demonstrate knowledge of the duties of a Clerk I and Clerk II and provide circulation services as needed. (5%)
- Provide reader’s advisory services. (10%)
- May perform other duties as assigned.

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

<p>Education: High School Diploma or equivalency required, Associate or Bachelor degree in child development, education or a related field highly preferred.</p>	<p>Experience: 1-3 years Work related experience working directly with youth, families, and caregivers, including providing programs and customer service.</p> <p>Other:</p>
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MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

(Check all that apply)

Knowledge of:

- Computers and electronic data processing
- Personal computers and various software programs

- Modern office practices and procedures
- Budgeting concepts
- General accounting practices
- Sound environmental maintenance management practices
- Knowledge of the methods, materials and tools used in providing library services to youth such as current methods and best practices in the field.
- Laws, regulations, and ordinances governing area of assignment
- Other: _____
- Other: _____

Skills include:

- Basic typing skills (30 – 40 wpm)
- Advanced typing skills (50 – 60 wpm)
- Basic word processing skills
- Advanced word processing skills
- Skill in operation of tools and equipment such as office equipment.
- Leadership skills
- Supervisory skills
- Mediate disputes between subordinates
- Problem solving skills
- Public Speaking skills
- Excellent Communication Skills
- Other:
- Other:

Ability to

- Analyze and interpret data.
- Make independent judgments
- Communicate effectively
- Assist with planning youth programming.
- Analyze information
- Prepare reports
- Work under pressure with interruptions and challenging deadlines
- Establish and maintain effective working relationships
- Use courtesy, discretion, and sound judgment with the public
- Ability to effectively meet and communicate with the public.
- Ability to interact courteously but effectively with the public
- Deal effectively with the customers
- Obtain necessary certifications
- Physical ability to perform essential job functions
- Comprehend and apply technical information.
- Other:
- Other:

LICENSING/CERTIFICATION AND OTHER REQUIREMENTS (Check all that apply)

- Valid driver's license required

- Ability to obtain a Commercial Drivers License within (6) six months of employment
- Valid Iowa motor vehicle CDL Operator's License
- Valid Iowa Water License, Grade Level I
- Valid Iowa Water License, Grade Level II or above
- Valid Iowa Waste Water License, Grade Level I or above
- Valid Grade I Operator License
- Other: Appropriate State Library of Iowa Certification
- Other:
- Other:

WORKING CONDITIONS (Check all that apply)

- Normal office environment.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to pounds.
- Frequently lifts, carries or otherwise moves and positions objects weighing up to 25 pounds
- Typically bends, stoops and crouches on a regular basis to maintain collection and work with children.
- Constantly moves about to coordinate work.
- Regularly sets up, adjusts, assembles, contrasts, tests, and operates _____
- Other:
- Other: _____
- Other: _____

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by incumbent and approval by supervisor.

Employee: _____

Date: _____

Employee's Signature: _____

Date: _____

Supervisor: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Pay Matrix Assignment: 13-1