Job Title: Children’s Services Assistant II  
Job Classification: Assistant II  
Department/Group: Children’s Services  
Job #: 634  
Location: Downtown Library  
Position Type: 17.625 hours/week  
Level/Salary Range: $17.19/hour  
Schedule: Monday 9:00 am – 1:00 pm  
Wednesday 9:00 am – 1:00 pm  
Friday 9:00 am – 1:00 pm  
Every Other Weekend  
Saturday 9:45 am – 5:00 pm  
Sunday 12:45 pm – 5:00 pm  
Position requires occasional evenings and some flexibility, especially during the summer to assist with programming.

HR Contact: Leslie Ellsworth  
Date posted: August 27, 2020  
Benefits: N/A  
Posting url: http://www.olathelibrary.com/employment  
Application Deadline: Open until filled

FAX OR E-MAIL:  
(913) 971-6839 or lellsworth@OlatheLibrary.org  
MAIL:  
Leslie Ellsworth  
Olathe Public Library  
16100 W. 135th St  
Olathe, KS 66062

Job Description

SUMMARY
Under general supervision performs a variety of library tasks related to public service that are of routine difficulty and requiring some specialized knowledge in children’s literature and/or services.

ROLE AND RESPONSIBILITIES
Essential Duties:

• Knows and explains library services available to customers.  
• Assists and educates library customers in the location and use of library materials, equipment, and service technology.  
• Maintains effective courteous working relationships with all library customers and staff.  
• Works as a team member with other staff and volunteers.  
• Participates in the library planning process.  
• Participates in library staff meetings and training directly related to their area of responsibility. (Children’s dept. staff meetings are every other month on the 3rd Thursday from 8-9 a.m.).  
• Knows and enforces library policies in area of responsibility.  
• Provides clerical assistance as needed within assigned department.  
• Consults with other staff to pool knowledge for the benefit of the user.  
• Assists staff in providing services and programs to customers.  
• Performs basic computer functions.  
• Begins troubleshooting equipment problems and reports to the appropriate staff.
Specific Duties:
• Provides reference, information, and reader’s advisory services to adults and children, using print and electronic resources.
• Facilitates the use of the children’s game, Internet and online catalog computers.
• Provides user training and troubleshooting of library computers.
• Develops and executes preschool programs, primarily Baby Rhyme Times and Toddler Times.
• Assists in developing and executing programs for elementary age children.
• Provides tours, library instruction and outreach for community groups, organizations and schools.
• Develops displays.
• Assists with daily collection and shelf maintenance activities.
• Photocopies and replenishes the supply of flyers, brochures, and other handouts available in the Children’s Department.
• Apply holiday/seasonal dots to new books in collection and pull holiday/seasonal books on rotating schedule.
• Assists with maintaining materials for the 1000 Books Before Kindergarten program.
• Duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Strong desire to provide friendly, quality customer service to library users of all ages. Must enjoy children. Able to work in a team environment and to handle multiple tasks in a fast paced, public service setting. Quick learner who is highly organized with an aptitude for detail work. Excellent verbal and written communication skills with both adults and children. Willing to adjust work schedule to meet the needs of the department.

Physical Requirements:

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and office equipment is required. Regular contact is made with employees, volunteers, and the general public.

Education and Experience:

At least 60 hours of college undergraduate credit. Knowledge or experience with Windows Operating System, Microsoft Office, and Internet searching.

PREFERRED SKILLS

Prefer at least one year of library, public service or related experience. Prefer candidates that can accurately type 45+ words per minute. Experience with electronic database searching. Prefer candidates with a knowledge of SIRSI software or other ILS. Coursework in children’s literature.

Last Updated By: Leslie Ellsworth
Date/Time: 08/26/2020