

# Lincoln Parish Library

## Job Description

### Position

- Children's Services Assistant (A2)  
(Full time 40 hours or Part-time 20-24 hours)
- Children's Services Specialist (A3) (differences notated with an asterisk\*)  
(Full time 40 hours)

### Responsibilities

- Performs any job duty necessary to provide exceptional library service to all library users.
- Job duties relate to traditional roles of library circulation and children's services. These include, but are not limited to:
  - Creates and updates patron records and registrations
  - Processes new and replacement library cards
  - Check-in and check-out library materials
  - Places requests on materials for patrons and calls patrons concerning requests
  - Reads and straightens shelves in assigned range
  - Answers incoming calls, handles patron requests or problems, directs calls to proper departments if necessary
  - Shelves library materials
  - Answers reference questions and performs readers' advisory services for children and/or their guardians
  - Instructs and advises patrons in using the online catalog, digital services, and various technologies
  - Monitors and assists patrons using public computers, the Internet, and print management systems
  - Opens and closes the department
  - Performs bibliographic searches and assists patrons in locating materials
  - Performs interlibrary loan duties
  - Assists with library classes and events for children
  - Conducts tours of the library
  - Occasionally plans and supervises library classes and events for children, including creating and presenting content, securing necessary supplies, and marketing\*
  - May supervise particular activities or perform specific tasks as assigned by head of department or director\*

### Qualifications (Requirements for application)

- High school diploma or equivalent required.
- College degree required.\* (Some college along with relatable work experience may be considered in lieu of degree.)

- Enjoys working with children.
- Basic knowledge of children's authors and literature
- Aptitude for library work/willingness to learn library techniques
- Exceptionally skilled in positive customer service, especially with younger people
- Able to keep a professional demeanor in stressful situations
- Ability to meet, interact with, and serve people of all ages
- Must be able to hear, comprehend, and respond to patrons of all ages both in person and on telephone
- Willingness to initiate interactions with users of all ages
- Ability to operate basic business machinery, especially Microsoft Office products.
- Ability to work a flexible schedule, which includes nights, weekends, and special shifts as needed.
- Must be able to perform duties with prolonged standing and walking
- Ability to bend at the waist, retrieve and shelve materials on low shelves, and lift 20 pounds.

**Preferred Qualifications** (Assures applicant consideration)

- Hold a Bachelor's degree or have current or past enrollment in higher education
- Library work experience
- Library Science classes\* (Some professional library training along with relatable work experience may be considered in lieu of college courses.)
- Demonstrated history of library use
- Knowledge of popular authors, works of literature, and genres.
- Knowledge of popular culture, including movies, current events, and technology trends

**Classification/Salary**

**Assistant (A2)**

Starting pay rank L1-6 (\$9.23/hr.), depending on qualifications and experience.

After 6-month successful probation review, employee moves up one pay rank

**\*Specialist (A3)**

Starting pay rank L6-15 (\$10.44/hr.), depending on qualifications and experience.

After 6-month successful probation review, employee moves up one pay rank