

NAME:		FLSA STATUS:	Non-Exempt
JOB TITLE:	Youth Services Clerk		
DEPARTMENT:	Cranberry Public Library	PAGE:	1

OBJECTIVE:

The objectives of the Cranberry Public Library are to: serve the community as a general center of reliable information; provide the opportunity and the encouragement for children, young people, and adults to educate themselves continuously; and to serve as a repository for items of local historical interest. (CPL Bylaws)

OVERALL PURPOSE OF JOB:

This position is responsible for assisting the Head of Youth Services Librarian with a focus on library service to children and their adult caregivers. In addition this individual will perform routine library duties such as staffing the circulation desk, shelving items, and processing materials for circulation. This work demands an interest in and a genuine desire to serve children and their adults.

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

- Assists the Head of Youth Services Librarian in the day-to-day operation of the children's room of the library
- May be assigned to assist with the planning of storytimes and programs
- Shelves materials in the children's collection of the library
- Responsible for reading shelves in the children's collection to ensure that items are in their appropriate location and can be easily located by patrons and staff
- Proofreads and processes children's, teens and adult library materials as assigned
- Processes Audio Visual materials for the library's collection
- Assists children and adult patrons in locating items in the library's collection

OTHER DUTIES OF THE JOB:

- Works the Circulation Desk as scheduled
- Book drop check-in on library's closed days on a rotating basis
- Adheres to all personnel policies as established in the library's personnel policy
- Performs all other duties as assigned or required for the necessary function of the library
- Participates in community, Butler County Federated Library System (BCFLS), and relevant professional activities, meetings and classes as necessary and appropriate

SUPERVISION GIVEN TO THE FOLLOWING DEPARTMENTS:

This position is not a supervisory position.

SUPERVISION RECEIVED FROM:

Supervision is *typically* received from Head of Youth Services Librarian

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, Ability to utilize creativity, Ability to adapt to a constantly changing work environment, Maintain a high level of record keeping/routine paperwork, Provide close attention to detail, Establish own goals, Meet frequent deadlines, Ability to work closely with others.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:***Constantly Incurred (More than 75% of time on job)***

Ability to use both hands, Ability to communicate orally, Ability to balance, Specific visual requirements, Ability to hear conversation, Ability to stand, walk, sit, kneel, stoop, use both legs, Ability to repeatedly bend and reach.

Frequently Incurred (Between 25% - 75% of time on job)

Repetitive finger movement, Ability to climb stairs, Repetitive twisting or pressure involving wrists or hands, Use of depth perception.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift: Medium (Max 20 lbs.), Ability to carry (est. weight: 20 lbs.), Reaching at high or low level, Ability for rapid mental/muscular coordination simultaneously, Use of color vision

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WORKING CONDITIONS TYPICAL OF THIS POSITION***Frequently Incurred (Between 25% - 75% of time on job)***

Work weekly assigned schedule, including evenings and weekends

Work independently for periods of time without supervision

Occasionally Incurred (Less than 25% of time on job)

Work with machinery with moving parts.

Exposure to irritant or toxic fumes.

Exposure to dust.

Work alone.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:This position *typically* does not require the use of personal protective equipment.**QUALIFICATIONS:*****Education***

High School Diploma or equivalent; College Degree preferred

Experience/Training

Prior experience working with very young children strongly preferred

Strong customer service skills

Licenses/Certifications

PA Child Abuse Clearance, PA Criminal Records Check, and registry in the FBI's fingerprint database; ; all must be valid within 1 year from the date of hire

Completion of online Mandated Reporter Training prior to employment start date

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:***Problem Solving Skills***

Troubleshoots or takes initiative to solve problems.

Investigates and provides root cause analysis of problems, suggests alternatives, evaluates outcomes, and makes formal recommendations for solutions to supervisors.

Communication Skills

Ability to follow written and oral instruction.

Ensures timely exchange of verbal information between employees or departments.

Ability to create a good impression of the library and to establish good patron rapport.

Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications.

Math Skills

Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

Computer Knowledge

Library Solutions Database

Word Processing Software

Internet/E-Mail

Other Characteristics

Documentation and observation skills.

Strong organizational skills.

Ability to follow established confidentiality policy.

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Ability to follow established safety standards.
Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.
Working knowledge of applicable regulations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee	Date
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Signature of Supervisor	Date
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