

Revised November 2018

**JOB DESCRIPTION
JEFFERSON DAVIS PARISH LIBRARY**

POSITION: Assistant Branch Manager (Lake Arthur)/Youth Programmer

RESPONSIBILITIES: Assist in circulation duties and other library services for Lake Arthur as needed. Organize and implement Teen and Children's Programs. Perform all other duties as assigned by Director.

IMMEDIATE SUPERVISOR: Branch Manager

DUTIES:

- Provides complete library services to patrons
- Accomplishes the opening and closing procedures for the library: emptying book drop, handling of monies, mail, setting out new and filing old newspapers and magazines
- Reads shelves, shelves books, makes sure all books are visibly lined up
- Straightens, cleans and maintains all areas to provide an overall tidy appearance
- Answers the phone and greets patrons at the front desk
- Checks books in and out, mastering the process of ordering books from ILL as needed
- Assists patrons with information/other library needs (ex. faxing, copying, internet assistance, finding books and other resources, etc.)
- Monitors patron usage of computers
- Works with patrons on reference questions (keeping abreast of reference sources)
- Prepares for youth programs by researching, planning, and selecting appropriate books and activities
- Coordinates with other program services personnel to ensure planning and acquisition of supplies are on-going for Summer Reading Program and for year-round activities
- Plans and coordinates programs and library services with area schools and community organizations
- Maintains bulletin boards as needed
- Barcodes new magazines and deletes old magazines
- Assists Branch Manager with necessary housekeeping duties, ensuring all library areas are clean and neat in appearance
- Participates in social media updates for branch programs

QUALIFICATION:

High school graduate, some college preferred, some library and/or youth services experience is preferred, ability to follow oral and written orders, computer skills, ability to work various equipment, ability to file alphabetically and numerically, ability to work with others as a team member, ability to work pleasantly, tactfully, with sense of humor, ability to work well with and genuinely enjoy all ages.

HOURS: 24 hours

SALARY: Minimum hourly rate \$10.71/hr

VACATION: See Board Policy

SICK LEAVE: See Board Policy

RETIREMENT: See Board Policy