

# **Bossier Parish Police Jury Job Description**

**Job Title:** Youth Services Assistant  
**Department:** Library  
**Location:** Public Services – Central Library  
**Reports To:** Central Manager  
**Schedule:** Varies depending on needs of library (40 hrs./week)  
**Labor Grade:** 13  
**Revised Date:** January 1, 2024

## **SUMMARY**

The Youth Services Assistant provides direct assistance to the public throughout the library. Basic duties include but are not limited to shelving, processing new and existing items, suggesting, planning, preparing, and conducting programs, events, and crafts for youth and families, preparing materials for use in the library, assisting the public with various technologies and equipment, promoting materials in children and teen collections, including creating book displays and rotating books on display, decorating Youth Services spaces, ensuring spaces in the Youth Services area are tidy at all times, and assisting in other departments of the library as needed. Must have a positive attitude and enthusiasm for the work of serving children and families in a library setting.

## **ESSENTIAL JOB FUNCTIONS**

### **1. CUSTOMER SERVICE**

- Enhance the public's experience both inside and outside of the library
- Strive to present a welcoming environment for the public
- Ability to interact with staff and the public effectively and courteously at all times
- Ability to work and interact with children and teens

### **2. PUBLIC SERVICES**

- Understands and performs the operations of the library's integrated library system (ILS)
- Assists in planning and implementing library services to meet the needs and interests of the community
- Stays informed about current resources to meet the evolving needs of the community
- Facilitates requests for information and provides accurate and appropriate answers
- Provides readers' advisory, answers reference questions, promotes library events, and engages with children, teens, and their caregivers in the library
- Connects community with resources that encourage reading

### **3. COMMUNICATION AND INTERPERSONAL**

- Communicates competently with the public from diverse backgrounds
- Communicates effectively using both oral and written methods
- Develops and maintains positive and respectful relationships with staff and public
- Works effectively in teams with strong team building skills

### **4. OTHER RESPONSIBILITIES**

- Understands and acts in accordance with the basic values, ethics, policies, and procedures of the library
- Pursues professional development and continuing education opportunities
- Keeps informed about issues, services, emerging technologies, research and innovations related to libraries and relate these ideas, procedures, or projects to the library's mission
- Assists with weeding and collection development, reading shelves and working with the Youth Services team on special projects as needed
- Assists with departmental statistic tracking

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DISABILITY.**

- Submits ILL requests
- Fills in at other departments as needed
- Responds appropriately to situations without direct supervision
- Seeks help from supervisors if there are questions about finding information, doing research, etc.
- May assist in performing opening or closing procedures
- Participates in staff meetings and training
- Other duties as assigned by manager(s)

**5. JOB STANDARDS**

- Has ability to work from a team approach by building and maintaining effective and professional working relationships with all staff
- Models a positive, friendly and cooperative attitude to staff and public
- Anticipates and adapts to changes and challenges effectively
- Promotes a positive library image in the community
- Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Libraries
- Reports to work on time in accordance with assigned schedule and maintains a dependable attendance record
- Has ability to receive constructive criticism in an effort to improve job performance
- Has ability to operate general office equipment
- Has ability to lift and move heavy objects, stoop, bend, move books, and sit or stand for prolonged periods of time
- Has ability to shelf read
- Has ability to perform essential job functions with or without accommodations and with minimal supervision

**QUALIFICATIONS**

1. Completion of high school or equivalent
2. One-year experience in a library preferred **OR** one-year prior experience in a public service-related job
3. Must have strong computer and research skills
4. Ability to plan, organize, and prioritize work, based on patron demand, in order to accomplish quality work in an effective and efficient manner
5. Good problem-solving skills; ability to think around problems and come up with creative solutions
6. Ability to handle a constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations

**I HAVE RECEIVED A COPY OF MY JOB DESCRIPTION AND UNDERSTAND THE ESSENTIAL JOB FUNCTIONS.**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

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