



Job Title: Youth Services Assistant

FLSA Status: Non-Exempt

Supervisor's Title: Manager, Youth Services

General Summary:

This position is responsible for delivery of friendly, high-quality service to the public and other staff members in a public library setting. This position requires evening and weekend hours.

Work involves circulation routines, a variety of clerical tasks, and the provision of first level readers' advisory and reference services to children and their parents. Position involves a high level of public contact.

Work is performed in keeping with the objectives, policies, and established procedures of the Adams County Library System. This position is subject to System-wide reassignment according to the needs of the ACLS.

Essential Duties and Responsibilities:

- Promotes and maintains high standard of public relations.
- Enforces Adams County Library System policy and procedures.
- Answers general directional and informational questions and assists borrowers in the use of library facilities and resources.
- Provides first level reference and readers' advisory services.
- Assists with planning and development of effective displays, exhibits, and other merchandising methods to promote the use of the Children's Department, collection, and services.
- Performs all opening and closing procedures in both work and public areas
- Circulates library materials.
- Renews materials and places reserves.
- Assists patrons in the use of online catalog and other electronic resources.
- Searches shelves for requested materials.
- Shelves materials; reads shelves.
- Selects/shelves rotations of library materials
- Attends meetings and training seminars as required.
- Performs related duties as assigned or as the situation dictates.

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FAIRFIELD
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NEW OXFORD

Adams County Library System
140 Baltimore Street | Gettysburg, PA 17325
adamslibrary.org | 717.334.0163



Required Knowledge, Skills, and Abilities:

- Ability to learn Adams County Library System policies, practices, goals, and objectives.
- Ability to deal pleasantly, tactfully, and efficiently with people of all ages and temperaments, especially children and young adults.
- Ability to learn Dewey Decimal System, automated circulation system, and library circulation policies.
- Must have computer knowledge to aid in reference work, circulation system use, and patron computer instruction.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.
- Flexibility to deal with multiple, unexpected tasks and patrons simultaneously.
- Ability to follow oral and written instructions.

Education and Experience:

- High school diploma or GED required
- Customer service experience required.
- Library experience preferred.
- Bilingual/Spanish preferred.
- Must have computer/technology ability to adequately utilize Integrated Library System, Microsoft Office applications and electronic information sources.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Coordinated movement of fingers and hands: Must be able to write, type, and use phone system.				X

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Working Conditions:

Position requires ability to see, read, and understand titles, call numbers, and dates; sort accurately by alphabetical, numerical, chronological, or Dewey Decimal order; reach up or down to shelve materials; manipulate library materials up to 15 pounds; carry/lift bags of library materials up to 40 pounds; grip library materials; and manipulate loaded book carts weighing up to 300 pounds over carpeted floors.

Normal indoor working conditions, with adequate work space, temperatures, ventilation, and lighting.

Normal office exposure to noise, stress, and disruptions

Required Signature:

I have read the above position description and fully understand the requirements.

Employee Date

Supervisor, Youth Services Date

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Last Modified: March 2, 2021

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