

**Mount Pleasant Public Library  
307 E. Monroe St.  
Mount Pleasant, IA 52641**

**Children's Evening Assistant**

Supervised by: Youth Services Librarian

**Job Summary:**

The children's assistant performs clerical work, assists patrons in using the library and its resources, and helps the professional staff maintain the library's resources and services.

**Education and Experience:**

- High school diploma or GED
- Previous library experience and work experience preferred
- Familiarity with Spanish helpful

**Duties and Responsibilities:**

- Use the Apollo library system to check materials in and then shelve them
- Answer routine questions from patrons and staff, referring more complex inquiries to immediate supervisor
- Locate materials for patrons
- Take action to deal with disruptive patrons
- Straightening: Walk through the Children's Department and straighten disorganized and messy shelves/bins
- Complete closing procedures each evening and opening procedures on scheduled Saturdays
- Assist with Children's programming
- Other duties as assigned, such as:
  - Process new books and materials as per proper procedure
  - Assist with the prep of book displays
  - Shelf Reading: Read shelves, making sure items are in correct location and order, and return misplaced books to appropriate location after checking its status on Apollo
  - Move or shift materials as necessary or requested
  - Cleanliness of library: wiping down computer table, putting puzzles/toys away
  - Assist downstairs circulation clerks

**Contact Person:** Rebekah Hosford, Youth Services Librarian, mpyouthlibrarian@gmail.com

### **Essential Knowledge and Abilities:**

- Must be comfortable conducting library programming for children when the Youth Services Librarian is not present
- Must be outgoing and have the ability to provide excellent customer service
- Ability to effectively follow instructions from supervisor in both verbal and written form
- Ability to work independently
- Ability to effectively read and understand information contained in reports, bulletins, etc
- Ability to set priorities in order to meet assignment deadlines
- Ability to operate a Mac computer and other equipment necessary to performing assignments
- Must have alphanumeric filing skills
- Must enjoy tasks requiring attention to detail

### **Physical Demands:**

- Sitting, standing, walking, climbing, twisting, reaching, and stooping
- Must have the ability to bend to floor level and reach heights of 75”
- Must have the ability to lift at least 25 pounds.
- Handling: processing, picking up and shelving of books
- Fingering: typing, writing, filing, sorting, shelving, and processing
- Pushing and pulling: objects weighing 50-70 pounds on wheels

### **Time Commitment:**

Monday-Thursday: 4-8pm

Every other Saturday from 8:30-2

You may also be asked to fill in for someone who is absent. This will require additional hours, not to exceed 29.5 hours per week.

### **Grounds for Termination:**

- Continued failure to meet agreed-upon expectations
- Breach of confidentiality or patron’s privacy

### **Non-Discrimination:**

All positions in the Mount Pleasant Public Library will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

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