

POSITION DESCRIPTION

CITY OF: Socorro

POSITION RANGE: 35-40

POSITION TITLE: Youth Service Assistant

DEPARTMENT: Library

CLASSIFICATION: Full time/Permanent

PRINCIPAL DUTIES AND RESPONSIBILITIES: Incumbents perform responsible, paraprofessional, library work under the direct supervision of a librarian. The work involves assisting with the programs and activities of the Youth Services Unit, re-shelving library materials, and the circulation of library materials. Work is performed in accordance with the policies of the Socorro Public Library. The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists Youth Services Librarian with the following library programs for children: Summer Youth Reading Program, Reading is Fundamental, Kids Internet Access, Prepare preschool programs (story times and crafts), tours, and special events.
2. Staffs the youth information desk, answers routine information questions, and gathers statistics.
3. Checks library materials out and in, collects fines, places reserves and renewals, answers the telephone, and shelves materials.

REQUIREMENTS:

4. Knowledge of basic computer operations.
5. Ability to effectively communicate with persons of all ages and educational levels.
6. Ability to stand for three hours at a time, lift up to 25 lbs., and push a loaded book truck weighing 120 lbs.
7. Completion of High School or GED and a minimum of one year's work experience.

Approved and adopted this 19th day of September, 2022

ATTEST:

Mayor



City Clerk