

TITLE: LIBRARY ASSISTANT I (Teen Rooms at Lawler and Howland Green)
SALARY: \$10.68hr (Temporary part-time: 15 hours per week, no benefits)
DEPARTMENT: LIBRARY

FUNCTION: The New Bedford Free Public Library is seeking to hire a part-time Teen Assistant to work at the two Teen Rooms at the Lawler and Howland-Green Branches.

SUPERVISION RECEIVED: This position works under the general supervision of the Teen Coordinator/Reference Librarian (Librarian II).

SUPERVISION EXERCISED: None.

DUTIES: Assists in recruiting volunteers for and interacting with the Teen Advisory Board. Solicits participants, develops cooperation and collaboration between the local schools and the library. Implements programs and events at the Teen Rooms, and assists with any other tasks as needed for this grant.

Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others. Should be familiar with working with the 'tween and teen population, possess good organizational skills, and have some experience in working with and encouraging teen leaders.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

QUALIFICATIONS: High school diploma or GED equivalent required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attention to detail and sound judgment. Ability to type at least twenty words per minute.

TOOLS AND EQUIPMENT USED: Library computer system; personal computer; printer; photocopier; calculator; telephone; fax machine.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate

objects, tools or controls; reach with hands and arms. The employee is regularly required to stand or walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.