

Revised July 2022

JOB DESCRIPTION
JEFFERSON DAVIS PARISH LIBRARY

POSITION: Assistant Branch Manager (Elton)/Youth Programmer

RESPONSIBILITIES: Assist in circulation duties and other library services for Elton as needed. Organize and implement Teen and Children's Programs. Perform all other duties as assigned by Director.

IMMEDIATE SUPERVISOR: Branch Manager

DUTIES:

- Check books in and out, take requests for Inter-Library Loan
- Assist patrons with information/other library needs (ex. faxes, copies, internet assistance, find books and other resources, etc.)
- Work with patrons on reference questions (keep updated on reference sources)
- Implement quality youth programs by researching, planning, and selecting appropriate books and activities
- Coordinate with other library staff to ensure planning and acquisition of supplies for Summer Reading Program and for year-round activities
- Coordinate programs and services with area schools and community organizations
- Assist Branch Manager with necessary housekeeping duties, ensuring all library areas are clean and neat in appearance
- Market branch activities via print and social media
- Complete opening and closing procedures: empty book drop, handle money, mail, process newspapers and magazines
- Answer the phone and greet patrons as they enter
- Read shelves, shelve materials, ensure shelves remain tidy
- Handle patron issues or disciplinary issues that may arise

QUALIFICATION:

High school graduate, some college preferred, library and/or youth services and/or social services experience is preferred, ability to follow oral and written orders, computer skills, ability to work various equipment, ability to file alphabetically and numerically, ability to work with others as a team member, ability to work pleasantly, tactfully, with sense of humor, ability to work well with and genuinely enjoy all ages.

HOURS: Part-time

SALARY: Minimum hourly rate \$13.67/hr

BENEFITS: Vacation and Sick Leave included; additional details available during interview