

Revised 2024

JOB DESCRIPTION
JEFFERSON DAVIS PARISH LIBRARY

POSITION: Assistant Branch Manager (LA)/Youth Programmer

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

IMMEDIATE SUPERVISOR: Branch Manager

DUTIES:

- Implement quality youth programs.
- 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.
- Check books in and out, take requests for Inter-Library Loan
- Assist patrons with information/other library needs (ex. faxes, copies, internet assistance, finding books and other resources, etc.)
- Work with patrons on reference questions.
- Assist 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.
- Read shelves, shelve materials, ensure shelves remain tidy.
- Handle patron 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 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 – 26 hours/wk.

SALARY: Minimum hourly rate \$15.07/hr.

BENEFITS: Vacation and Sick Leave included