



www.minotlibrary.org ♦ (701) 852-1045
516 2nd Ave SW Minot, ND 58701

Job Title: Teen Library Assistant

Starting Salary: \$13.26/hr.

Proposed Schedule: Tuesday and Thursday afternoons required, otherwise hours can be flexible 15 hours weekly

Immediate Supervisor: Teen Librarian

Supervises: N/A

GENERAL SUMMARY OF RESPONSIBILITIES:

This is an entry level **customer service/clerical** position responsible for assisting the Teen Librarian in hosting teen programming, promoting services for teens, attending outreach events, maintaining the Young Adult collection and ensuring proper placement and replacement of library materials and Makerspace devices. Work is performed under the general supervision of the Teen Librarian. This staff member is responsible to support the goals and objectives of the Library and for participating as a team member and supporting Library Board policies and strategic plan.

SPECIFIC RESPONSIBILITIES:

- Assists Teen Librarian in running teen programs.
- Hosts teen programs alone sometimes.
- Creates promotional literature for print and social media.
- Creates and implements Teen Programming ideas
- 3D prints files for patrons.
- Shelves Teen books and materials in proper location in the library, ensures shelves are in order and books are shelved in proper order.
- Assists with shelf displays and video games.
- Assists Teen librarian with book orders and other clerical work.
- Assists patron in locating materials, using computers, etc.
- Assists Teen librarian by making photocopies, scanning documents, computer work, etc.
- Answers simple reference questions and refers customers to reference librarians.
- Answers telephone and provides information and assists customers by phone.
- Supports organizational mission, goals, and values.
- Communicates with other staff members and maintains a positive relationship with staff, patrons and external organizations.
- Functions as a team player with staff.
- Coordinates activities with supervisors and other staff members.
- Assists patrons in the use of library Makerspace equipment and software.
- Makes referrals to other Library staff members when needed.
- Performs other duties assigned by supervisor.



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MARGINAL RESPONSIBILITIES:

Performs other duties as directed or as the situation dictates.

POSITION QUALIFICATIONS (Knowledge, Skills, and Abilities)

- Completion of High School diploma or equivalent, required.
- Must possess a valid driver's license at the time of hire.
- Ability to file and maintain records in an alphabetized system, required.
- Some basic clerical knowledge, required.
- Ability to establish positive rapport with staff and teen patrons, required.
- Ability to be a team player and to be open to staff comments, suggestions, complaints, or consultations, required.
- Possess excellent customer service skills, required.
- Ability to communicate (hear and speak clearly) with staff, patrons, and others, required.
- Possesses and understanding of and uses proper time management skills, required.
- Ability to work weekday afternoons, and some weekends, required.
- Some interest in Young Adult literature, preferred
- Some knowledge of computer operations and interest in 3D printing, preferred.
- Some knowledge of robotics, gaming, or photography, preferred.
- Some knowledge of crafts, preferred.
- Some knowledge of board games, preferred.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed indoors in an office setting and requires routine bending, lifting, and carrying office supplies, library books, and other materials. The incumbent is required to frequently sit for extended periods of time, talk, hear and must have the ability to transport themselves to and from various locations within the city library. Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually quiet or moderate, but may be intense depending upon the scheduled activity. Work requires extensive interaction with the general public and may be stressful when dealing with citizens and/or meeting deadlines.