

**CAROLINE COUNTY PUBLIC LIBRARY  
LIBRARY ASSOCIATE I - FULL TIME  
JOB DESCRIPTION**

**GRADE:** 4

**POSITION TITLE:** Children's Programming Specialist

**FAIR LABOR STANDARDS ACT STATUS:** Non-exempt

**REPORTS TO:** Youth Services Manager

**HOURS & DAYS OF DUTY:** Full-time, 37.5 hours per week. Regular schedule includes evening, daytime, and rotating Saturday schedule.

**PRINCIPLE PURPOSE OF JOB:** To courteously, professionally, and efficiently provide helpful, accurate service to customers of all ages. This position has a special focus on providing Early Literacy Storytime programming and outreach, developing and delivering programming for elementary-age youth, and assisting with summer reading programming.

**JOB STANDARDS:**

- Promotes and maintains the library's Mission Statement
- Demonstrates knowledge of established library policies and procedures and the ability to enforce them, referring unusual situations to supervisor or administration
- Maintains confidentiality according to library policy
- Regularly and punctually reports to assigned location
- Demonstrates neatness, accuracy, thoroughness, and general effectiveness of work produced
- Demonstrates personal responsibility for learning and growth through participating in training programs and workshops in line with agreed-upon learning plan

**ESSENTIAL FUNCTIONS: (60%)**

- Provides frontline customer service at all three (3) CCPL locations
- Provides detailed reference and referral services
- Assists with collection maintenance, including shelving, shelf reading and weeding
- Assists customers with computers and other equipment
- Educates customers on library technology, resources and services
- Assists with opening and closing procedures
- Performs other duties as assigned

**CHILDREN'S PROGRAMMER: (40%)**

- Provides library services to youth and adults, working with youth to promote a love of literature and encourage youth to read
- Presents storytimes and puppet shows according to set procedures, both at the library and off-site locations
- As part of a team, plans and presents programming for school-aged children
- Works with Youth Services Manager to develop and implement department or branch goals within overall system goals
- Assists in the planning and coordination of the CCPL Summer Reading Program
- As part of a team, coordinates and participates in outreach programs with appropriate

institutions and community organizations serving youth.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Able to work independently
- Able to function as a lead worker and provide guidance and/or training to other staff members
- Demonstrates strong communication and interpersonal skills
- Demonstrates strong decision-making and problem-solving skills with an emphasis on personal responsibility and willingness to deal with issues at hand
- Ability to follow directions and complete tasks in a timely fashion
- Meets all reference competencies
- Meets core technology competencies
- Meets core circulation competencies
- Meets core library equipment/machines competencies
- Meets core ILL (Marina) competencies
- Meets core safety/emergency competencies

**PREFERRED EDUCATION, TRAINING, AND EXPERIENCE:**

- Bachelor's degree from an accredited college
- Experience in customer service
- Experience working with youth of all ages
- Library experience
- Fluent in Spanish

**REQUIRED LICENSES AND CERTIFICATES:**

- Within two years of appointment, each Public Library Associate shall have successfully completed 90 clock or contact hours of approved in-service training through the Library Associate Training Institute or 9 hours of formal academic work in library science
- Upon completion of the initial training, each Public Library Associate will successfully complete 6 semester hours or equivalent (approximately 90 clock or contact hours) every five years from an accredited institution or an in-service program in subjects that are relevant to the assignment of a Library Associate
- Maryland Class "C" driver's license or an equivalent from another state.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

- Requires sitting, standing, and walking for extended periods.
- Requires reaching, bending, and carrying light to moderate loads up to 20 lbs.
- Requires the ability to move about the library to help customers.
- Requires the ability to operate a keyboard and view a computer monitor.
- Requires the ability to communicate using a telephone.
- Requires the ability to push/pull rolling book carts.
- Work is conducted in a normal office setting which provides comfortable lighting, temperature, and air conditioning.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe workplace practices with office equipment, and/or avoidance of trips and falls, observance of fire regulations and traffic signals.

**NOTE:**

- Certain conditions, e.g. economic constraints or staffing patterns, may necessitate a change in the job description.
- The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.