



Senior Library Assistant Children's

Portland Public Library (PPL) is currently seeking a Senior Library Assistant for the Children's Library. Reporting to the Children's Librarian, the person in this position is accountable for the delivery of reference and readers' advisory services to children ages 0-12 and their family/caregivers while staffing the Children's Library. The Senior Library Assistant may aid in the selection, maintenance, and promotion of materials for the Children's collections. This position works collaboratively with the Children's Librarian in preparing, promoting and executing a wide range of library offerings for babies, toddlers, school aged children, and their caregivers.

This position works primarily in the Children's Library at the Downtown Library and is a member of the Youth Services department.

This is a union-represented, part-time, **20 hours per week** onsite position, normally scheduled to work Wednesdays 10am-5:30pm, Fridays 10am-5pm & Saturdays 10am-5pm, after training.

Nature & Scope

1. A key responsibility of this position is staffing the public service desk in the Children's Library. Key functions include interpreting and answering reference inquiries and general information requests and ensuring a safe and welcoming environment for all patrons, especially children and their family/caregivers.
2. This is a customer service position and involves interacting with a wide range of clientele although the primary focus is children ages 0-12.
3. The incumbent works collaboratively with the Children's Librarian and other staff to cultivate and maintain a positive, safe, and consistent atmosphere within the Children's Library, taking into consideration the specific developmental and social needs of babies, toddlers, and school aged children while adhering to the library's policies and procedures.
4. The incumbent will develop a broad knowledge of youth library services to connect patrons to the materials and resources they seek.
5. The incumbent will develop proficiency with the library's circulation system and digital resources.
6. The incumbent is proficient in commonly used personal technology and will assist patrons with such technologies as needed.
7. The incumbent assists with library tours, presentations, and orientations.
8. The Senior Library Assistant (Children's) participates in designing and developing ways to highlight library collections, resources, and programs that will excite and encourage children to use the library.
9. With guidance from the Children's Librarian, the incumbent is responsible for planning and implementing programs for children ages 0-12 and their families/caregivers. The incumbent participates in designing, preparing, and executing Children's programs.
10. The incumbent may assist the Children's Librarian in the maintenance of the Children's collections.
11. The Senior Library Assistant (Children's) is motivated to participate in job-related development such as workshops, webinars, and conferences, as well as meetings, interest groups, and training held within the organization.
12. The person holding this position is part of the Youth Services Department which may require them to assist in the Teen Library should any scheduling or programming needs arise.
13. Other tasks that arise within the scope of library services for young people.

Basic Qualifications

At the entry level, this position requires a bachelor's degree from an accredited college or university or any equivalent combination of experience, training and education, which provide the following:

- Experience working with youth from infancy to age 12 required.
- Interest in literature for young people.
- Self-motivation and the ability to thrive in a sometimes louder, chaotic, yet rewarding environment.
- Patience.
- Ability to collaborate and work well with others.
- Ability to work independently, and to organize and complete multiple assignments concurrently.
- Knowledge of and proficient ability with popular operating systems and their software, particularly Microsoft Office; web browsers and search engines; information retrieval and analysis.
- Knowledge of and/or experience with library classification systems.
- Ability to work fluidly and cooperatively with other members of library staff and administration.
- Ability to communicate clearly and effectively in oral and written format.
- Strong service orientation and demeanor appropriate to providing a high level of service to a diverse public.

Additional Attributes:

- An active interest in one or more of the visual, written, and/or performing arts is preferred
- Fluency or proficiency in a language other than English.
- Experience working with English Language Learners.

Prior library experience a plus.

Work Environment and Physical Demands

- This position requires regular use of computers. This position requires regular movement through library service areas and lifting.
- This position is performed in a busy and diverse public library environment where public interaction sometimes can present challenging situations.
- The library hours vary, and this position may include occasional evening and weekend hours.
- This position may require lifting up to 30 lbs.

Compensation & Benefits

Hours & Pay: This is a union-represented, part-time, **20 hours per week** onsite position, normally scheduled to work Wednesdays 10am-5:30pm, Fridays 10am-5pm & Saturdays 10am-5pm. **Pay begins at \$19.12/hr.**

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance, retirement options (in lieu of Social Security), and paid leave.

How to Apply

To apply, please send your resume, letter of interest, and three professional references via email at careers@portlib.org.

Mailed applications may be sent to: Human Resources, Portland Public Library, 5 Monument Square, Portland, ME 04101.

About PPL - Core Values

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.