

**Library Associate II- Children's/YA Position  
Carver-McDonald Branch -Full Time  
Minimum Beginning Pay: \$12.7920/hr; \$26,607.38 Annual**

**ANSWERS TO:** Branch Manager

**NATURE OF WORK:**

Develop, plan and administer children's school age and young adult programs

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Children's /Young Adult:**

Works cooperatively with young adult and children's system coordinators  
Plan, prepare and conduct weekly school age story hour and/or activities  
Design, present and promote programs for Tweens and Young Adults  
Assist patrons with reference questions as related to children/young adults  
Decorate and keep organized the juvenile and young adult areas of the library  
Serve on young adult book selection committee  
Do outreach, school programs, promotions for elementary, middle and high school students  
Substitute and/or assist as needed in Early Childhood programs

**Other small branch duties as requested:**

Work circulation desk as needed:  
Check in/out, renew materials, reader's guide  
Answer routine reference questions  
Assist and train patrons in locating information, using resources materials and equipment including internet sources  
Fill and place material requests  
Read and dust shelves

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of standard library practices and procedures  
Skill in use of computers and other office equipment  
Good communication skills both oral and written  
Ability to deal effectively with co-workers, children, young adults, parents and the general public

**PHYSICAL REQUIREMENTS:**

Work is performed in an office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs.; may require lifting objects weighing in excess of 25 lbs. occasionally.

Common abilities such as mobility and dexterity

**REQUIRED QUALIFICATIONS:**

BS + 1 year of lib exp + 9 hrs. LS **OR**  
2 years college(60 hrs) + 5-7 years lib. or related exp + 9 hrs LS **OR**  
High school diploma + 7-10 years lib or related exp + 9 hrs LS

**NOTE:** Successful completion of 3 Core Competencies of the LSSC Program may be substituted for 9 Hrs. LS

**The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.**

**The Ouachita Parish Public Library is an equal opportunity and an At- Will employer.  
A criminal background check and a drug screening are part of the pre-hire process.**