



City of Ames Library Assistant - Youth Services

SALARY	\$27.08 - \$38.14 Hourly	LOCATION	50010, IA
JOB TYPE	30-39 hours/week	JOB NUMBER	24-3113-02
DEPARTMENT	Library	OPENING DATE	06/19/2024
CLOSING DATE	7/5/2024 5:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents enjoying an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, a variety of cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames, Ames Public Library has an exciting opportunity for a Library Assistant to join our Youth Services Department.

This position works 30 hours per week with a schedule that includes 1-2 weekend shifts per month and 1-2 week.

Under the direction of the Youth Services Manager, Library Assistants provide support to develop, implement, and maintain library collections, services, programs and outreach activities. The Library Assistants perform library tasks such as reference, reader's advisory, programming and assisting customers in the use of technology. These positions are essential to the efficient and responsive daily operations of the Youth Services Department.

Library Assistants will typically have a primary focus to service a specific demographic group. Library Assistants

provide direct customer service, promote excellent customer relations, and project a positive image if the

Ames Public Library is committed to creating a diverse, equitable and inclusive space that honors the inhe customers, staff and the community as a whole. Ames Public Library works to reduce barriers to access fo provide a welcoming environment for community members, and to foster a supportive workplace. As such are expected to create a culture of inclusivity, respect and equality for staff and customers.

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Applications submitted for this position by the application deadline may be considered for other openings classification; for up to 6 months.

In order to be considered for this position, all applicants must submit their online application by the deadli posting. Your application includes complete responses to the supplemental questions. Please keep in min of a resume in lieu of work history on your application or answering the supplemental questions is not suff are required to complete supplemental questions to be considered for this position.

Career Resources can be found at the library's [online resources page](#).

(<https://tinyurl.com/4t95uxn9>)

Examples of Essential Job Functions

Examples of Duties: Provides direct public service in the Youth Services area; presents programs, both wi and through outreach, commensurate with community needs and library's mission; teaches information lite through classes, tutorials, programs and individual instruction; performs other job duties as assigned.

Other Job Functions: Creates a welcoming, safe environment by ensuring building safety and security, re emergencies, and interpreting policies and procedures for the staff and public; advocates for customers, c needs and promoting their rights to receive quality and respectful library service and identifies individuals presently not served; maintains expertise in library principles and best practices in serving specific demog an environment that is attractive, inviting, enjoyable and convenient to use; displays and markets materials participates in strategic planning; participate in special projects; assists customer in use of library technolo activities that build and strengthen information literacy skills and lifelong learning, works cooperatively witi workgroups and staff members; identify, interpret and access a variety of information sources appropriate needs and abilities; provide accurate and comprehensive information in response to customer requests; c customers with appropriate resources that encourage reading; remains current on reading, viewing and lis and technology needs of library customers; demonstrate a knowledge and appreciation of literature, perio audiovisual materials, web sites, electronic media, and other materials that constitute a diverse, current an collection; pursue continuing education opportunities; continually update knowledge of available resource practices; represents library in the community.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through Organizational Culture. ETP values include: committing to continuous improvement; inspiring creativity and customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. This includes creating a work culture that brings these values to life. For all employees, this includes maintaining Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Bachelor's degree and at least 1 year of library or related experience is required. A combination of education and experience will be considered.

Knowledge, Abilities, and Skills: Knowledge of philosophy; principles and practices of public library service of librarianship including intellectual freedom issues, privacy and library patron rights; the theories of infant/adolescent learning and development and their implications for library service; children's literature; computer integrated library systems; emerging technologies, trends and resources relevant to public library services recruitment and retention principles; principles of public relations and promotions.

Skills customer service; written and oral communication; training staff and volunteers; storytelling and program development for children; using print and electronic resources; collaborative leadership; principles and practice of continuous improvement; critical thinking and decision making; creative problem solving.

Considerable ability to work independently and in a team environment; work with a sense of urgency, tact and humor; evaluate effectiveness of current practices and recommend improvements; initiate, implement and evaluate programs; be proactive in problem-solving and trouble-shooting; assess and prioritize multiple tasks, manage deadlines; tolerate ambiguity; develop and teach curriculum; handle challenging situations and people; manage and develop effective working relationships in the library, City of Ames, community and profession; demonstrate initiative and positive attitude.

Preference may be given to applicants possessing qualifications above the minimum.

Supplemental Information

Physical and Environmental Characteristics

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motion.

Physical Characteristics of Work: The work involves sitting 40 percent of the time; sitting and using arm/leg 20 percent of the time; standing (but not walking) 30 percent of the time; standing and walking (including climbing) 20 percent of the time; routinely lifting objects under 10 pounds; occasionally lifting objects from 11 to 25 pounds; occasionally lifting objects from 25 to 50 pounds; infrequently lifting objects over 50 pounds, frequently pulling of carts from 25 to 50 pounds.

Vision Requirements: Minimum standards for use with those whose work deals largely with preparing and extensive reading, and the use of computer controls.

Environmental Conditions: The employee ordinarily works in an office environment. The employee may be exposed to weather conditions of snow or ice or to household chemicals. The employee works with the public and is required to attend to hygiene and health emergencies.

Selection Process: The selection process consists of an evaluation of education and experience, review of application materials, a questionnaire, a phone interview (depending on the number of candidates), an on-site interview including a storytime exercise, and tour, and the successful completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Applications submitted for this position by the application deadline may be considered for other openings in the same classification; for up to 12 months.

Depending on the number of qualified candidates, the City may forego phone interviews.

Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges is established for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order to give employees an opportunity to grow within their position, we consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median salary for this position is \$32.61 per hour.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to complete the E-Verify authorization. All candidates who are offered a position with the City of Ames must complete Section 8 of the I-9 along with the required proof of their right to work in the United States and proof of their identity and current employment. Please be prepared to provide required documents on your first day of employment.

information regarding acceptable documents for this purpose, please contact Human Resources and go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, disability, or protected veteran status. No person shall be discriminated against. Inquiries can be directed to the Human Resources Department at 515-

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Library Assistant - Youth Services Supplemental Questionnaire

*QUESTION 1

This is a 30 hour per week position with a schedule that includes 1-2 weekend shifts per month and 1-2 weekday shifts per week. **By selecting yes you are indicating that you are aware AND available to work this schedule should a position be offered.**

- Yes
 No

*QUESTION 2

Do you have a Bachelor's degree?

- Yes
 No

*QUESTION 3

Do you have at least 1 year of library or related experience?

- Yes
 No

***QUESTION 4**

Please describe your library or related experience.

***QUESTION 5**

Please describe any related equivalent combination of education and experience you have.

***QUESTION 6**

Please briefly tell us why you are interested in this position in Youth Services at Ames Public Library and education and experience relate to this position. (200-400 words)

***QUESTION 7**

What does inclusivity mean to you? How do you see inclusivity impacting your work at the library? (200-

***QUESTION 8**

What are the most important skills you would bring to this position that help you provide exceptional cu
How has your past work or educational experience played a role in developing those skills?

* Required Question