

LIBRARY MONITOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an employee of this class performs responsible work in overseeing the activities and behavior of youth, young adults, and other patrons in a public library. Work requires the incumbent to be able to maintain discipline in a courteous but firm manner and to interact with youth and young adults to ensure their behavior is appropriate in a public library setting. The incumbent may provide basic library information, assist with academic work, or refer individuals to professional staff for assistance. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and monitors behavior of youth, young adults, and other patrons in a library setting to ensure conduct appropriate to the library setting and established policies;

Walks around the library observing behavior and intervening when necessary;

Develops rapport with youth and young adults, answers basic library information, may assist with academic work, or refers individuals to professional staff for assistance;

May assist with after-school programs located in library community room or other facility;

May walk through library parking lot during times of heavy traffic flow to ensure patron/student safety;

May monitor number of people entering and exiting the library to ensure limited occupancy and social distancing.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good communications skills; skill in dealing with youths and young adults with behavioral and/or emotional problems; ability to interact with public of all ages; ability to gain and hold the confidence of, and to maintain a patient and understanding attitude toward youths and young adults; ability to maintain order and to enforce behavioral policies with firmness, tact and impartiality; ability to establish good working relationships with youths and young adults; ability to understand and follow oral and written instructions; ability to work independently; ability to work outside during inclement weather conditions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; mental alertness; good powers of observation; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

Towns, Villages, Special Districts
J.C: Labor
CSB1
1b

Job Class Code: 0968/S968