

Position: Young Adult Services Library Assistant (Full-time)

Posting Date: December 16, 2025

Job Summary: Under the general direction of the Director, and the direct supervision of the Head of Young Adult Services, assists in providing a full range of reference, reader's advisory, and programming services to patrons.

Education/Experience Requirements:

- LTA (Library Technical Assistant) certificate from an accredited program, or a related associates degree preferred.
- At least 1 (one) year experience in a library, education, or non-for-profit is preferred
- Experience working with teens preferred
- Must be comfortable working with both teens and adults
- Must have excellent computer skills and be familiar with other common technology
- Must be able to communicate with the public and library team in a clear and professional manner both in person and on the telephone

Responsibilities and Duties:

- Participates developing and maintaining the collection
- Assists in reader's advisory and instructs patrons in the use of the library
- Plans and presents programs and book discussions for young adults
- Creates library displays, readers' advisory handouts, and promotional materials, as needed.
- Contributes to department programming occasionally. Full-time staff would be expected to contribute more to programming.
- Completes additional tasks as assigned

Physical Demands and Working Conditions: Employee must be able to work an 8 (eight) hour work shift, read normal sized print, and access all areas of the collection.

Hours: Full-time (40 hours per week), some night and weekend hours. Must be willing to work at both the Oswego Campus and the Montgomery Campus.

Pay: MINIMUM starting salary is \$17.75/hour

To Apply: Submit a resume to aparker@oswego.lib.il.us by Thursday, January 4, 2026 by 9:00 pm.

ILLINOIS PUBLIC LABOR RELATIONS ACT:

This position shall be non-exempt pursuant to the Act

FAIR LABOR STANDARDS ACT:

This position shall be non-exempt pursuant to the Act