

**Position: Young Adult Services Library Assistant (Part-time)**

**Posting Date:** February 25, 2026

**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:** Part-time (12-16 hours per week), primarily 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](mailto:aparker@oswego.lib.il.us) by Sunday, March 15, 2026

**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