

Young Adult Services Library Assistant

Job Description: Young Adult Services recently opened a Young Adult Room at the Montgomery Campus. We are seeking an organized, creative, and energetic person to help make this space a success. The Young Adult Services Library Assistant will work with the Head of Young Adult Services and the department staff to provide quality library services to teens. Candidate must have a passion for young adult services, initiative, and effective communication skills. Duties include reader's advisory services, participation in program planning and implementation, collection development, and more.

Education/Training/Experience Requirements:

1. Associates Degree - Library Technical Assistant certificate from an accredited program OR Associates Degree preferred.
2. One year experience working with teens in a professional setting. Library or educator experience a plus.
3. Must be creative, have a positive attitude, and love working with teenagers.
4. Must possess initiative and have excellent communication and collaborative skills.
5. Must have excellent computer skills.
6. Must have the ability to adapt to changing work situations and job requirements.

Employment Condition/Physical Skills:

1. Must be able to withstand a work shift of up to eight hours.
2. Must be able to physically access all areas of the library collection.
3. Must be able to reach objects on both low and high (8 foot) shelving.
4. Must be able to read normal-sized print, including printed directions, spine labels, and information on computer screens.
5. Must be able to hear well enough to communicate in normal conversational tones, both in person and on the telephone.
6. Must be able to communicate effectively with children and adult patrons.
7. Must be available to work evenings and weekends.

Hours: Full-time (40 hours per week), some nights and weekends required.

Pay: MINIMUM starting salary: \$35,000 per year depending upon education and experience.

To Apply: Submit a cover letter, resume to Krista Katzen by Friday, March 22, 2019 at kkatzen@oswego.lib.il.us. NO PHONE CALLS PLEASE.