

Position: Youth Services Library Assistant

Posting Date: Tuesday, February 7, 2023

Job Summary: Under the general direction of the Director, and the direct supervision of the Head of Youth Services, assists in providing a full range of reference, reader's advisory, and programming services to patrons. Youth Services is seeking an organized, creative and energetic person to join our team in a very busy and creative department. Candidate must have a passion for children's services, initiative, and effective communication skills.

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 or non-for-profit is preferred
- Experience working with young children
- 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:

- Assists in reader's advisory and instructing patrons in the use of the library
- Plans and maintains with the YS staff an interactive environment for children and families
- 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.
- Participates developing and maintaining the collection
- 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), nights and weekend rotation a must

Pay: MINIMUM starting salary: \$16.50 per hour depending upon education and experience.

To Apply: Submit a cover letter and resume to Christy Kepler by Friday, March 10, 2023 at ckepler@oswego.lib.il.us.

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