



Vernon Area Public Library

An Equal Opportunity Employer
JOB POSTING

Library Assistant – Youth & School Services Department **2 Positions Available**

Application Deadline	September 21, 2018
Status	Part-time , non-exempt
Typical Schedule	Library Assistant - 18.0 hours per week: Tuesday: 5PM – 9PM Wednesday: 9AM – 3PM Friday: 9AM – 1PM Saturday: 9AM – 5PM (one per month) Sunday: 12PM – 5PM (one per month) Library Assistant - 14.0 hours per week: Monday: 3PM – 7PM or 5PM – 9PM Friday: 1PM – 5PM Saturday: 1PM – 5PM (plus one 9AM – 5PM Saturday per month) Sunday: 12PM – 5PM (one per month)
Pay Grade	F (\$21.03/hour)
Required Education	Bachelor's degree or Library Technical Assistant (LTA) Certificate

Job Description

The Library Assistant is responsible for assuring high patron satisfaction while staffing the reference desk and answering patron questions in accordance with current library policies and procedures.

Essential Responsibilities

Works at the reference desk to answer questions and provide basic readers' advisory in person or via telephone, email, instant message, or any other form of electronic communication. Provides exemplary service to patrons in a timely and confidential manner. Maintains knowledge of current and popular children's literature and media. Keeps current on educational trends, including common core and local school assignments. Utilizes bibliographies, Novelist K-8, and other recommendation tools to assist children 0-14 and other patrons interested in youth materials. Provides basic help with circulating and non-circulating technologies. Assists librarians, as needed. Refers in-depth or extended reference and readers' advisory questions to librarians.

Required Experience & Training

Reference or information desk experience in a public library setting is required. Excellent written and verbal communication skills. Ability to effectively provide reference assistance and instruction services. Strong technology skills to include Microsoft Windows and Office applications, Google Suite applications, the internet, eReaders, and tablets. Thorough knowledge of popular materials and readers' advisory resources. Working knowledge of modern library policies and procedures, methods, practices, and materials.

Physical Demands

Constantly sitting and viewing/working at a computer. Frequently standing, walking, bending/stretching, pushing/pulling, and reading/interpreting data. Occasionally stooping/kneeling, reaching overhead, lifting/moving items up to 50 pounds, and moving wheeled carts weighing up to 100 pounds between buildings in all weather conditions.

To Apply

A full job description is available upon request. To submit an application, cover letter, and resume, please visit www.vapld.info/employment.