

Job Opening: Library Assistant

Employment type: Full Time, Civil Service Position

The George F. Johnson Memorial Library is looking for a Library Assistant with excellent interpersonal and technology skills to serve as the Tech Center Manager. Candidates are responsible for creating and implementing Tech Center programs and classes, helping patrons with a variety of tech issues, facilitating open hours in the Tech Center, marketing, and maintaining the Tech Center space. Other duties include assisting the Adult Reference Department weekly by serving 4 to 8 hours on the Adult Information Desk.

Library Assistant Responsibilities:

- Manage the library's Tech Center and its staff
- Create Tech Center programs and classes
- Maintain the library's Tech Center by keeping computers updated and the space organized
- Facilitate the Tech Center's Open Hours
- Assist patrons with a variety of tech issues in-person and via phone, email and Zoom
- Create and distribute marketing materials for the Tech Center
- Assist patrons from the Adult Information Desk
- Register patrons for Tech Center classes and one-on-one assistance
- Perform outreach by bringing tech classes and one-on-one programs to other community organizations

Special Qualifications:

- Excellent customer service
- Teaching experience
- Proficient in digital literacy, with the interest in and ability to learn new technologies and assist others
- Outstanding organizational skills
- Attention to detail and good problem-solving abilities
- Exceptional interpersonal skills
- Excellent written and verbal communication

Minimum Qualifications

Graduated from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree.

Hours

A standard work week consists of 37.5 hours per week, Monday through Friday, and typically includes one evening shift per week. Saturday shifts will also be scheduled on a rotating basis, normally once per month.

Wages and Benefits

The starting rate of pay is \$22/hr. Paid sick and vacation time are included. Enrollment in the NYS retirement system is required for full-time employees and includes a 3% employer match. Optional enrollment in a deferred compensation (457) plan is available. Health, vision, and dental benefits are also available.

Statement of Nondiscrimination

The library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment based on race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

To Apply

Please send a completed Broome County Civil Service application, resume, unofficial college transcripts, and three references to:

Seth Jacobus, Library Director
George F. Johnson Memorial Library
1001 Park Street
Endicott, NY 13760

Or email the above materials to en.seth@4cls.org by February 28, 2023. Interviews for qualified candidates will follow.