



Job Opening: Library Assistant

Employment type: Part-time, open competitive Civil Service Position

The George F. Johnson Memorial Library is seeking an individual with excellent interpersonal and technology skills for the position of Library Assistant. This Library Assistant will report directly to the Head of Adult Services and will be responsible for library service to adults including answering patrons questions, suggesting materials for purchase, reader's advisory, minor technology assistance, and physical and digital marketing.

Library Assistant Responsibilities:

- Maintain the Library's Adult Reference Desk by keeping computers updated, printers supplied with paper and ink, and space organized. Notify the Head of Adult Services if there is a problem with a computer, printer, or other service in the adult area.
- Serve all shifts at the Adult Reference Desk.
- Assist patrons with a variety of informational or basic technology issues in-person and via phone from the Adult Reference Desk.
- Create marketing materials and distribute these materials as well as those created by other Adult Department Staff.
- Register patrons for Tech Center classes and one-on-one assistance, as well as other library programs and room reservations.
- Assist patrons in finding books or digital resources by using the Library's catalog, online databases, or the web.
- Make recommendations for Library purchases.
- Collect statistical data on patron interactions at the Adult Reference Desk.

Special Qualifications:

- Preferred knowledge of modern principles and practices of library science
- Preferred knowledge of library tools, technology, and resources
- Excellent book knowledge
- Ability to carry out assignments
- Ability to work independently
- Ability to perform close detail work
- Ability to comprehend user's needs quickly and accurately
- Ability to function as a team member

- Ability to express ideas clearly and effectively both orally and in writing
- Excellent customer service skills
- Excellent knowledge of technology and social media platforms

Minimum Qualifications

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

Hours

Candidates will be eligible to work up to 18 hours per week. The schedule can be flexible, but must be available Monday - Friday, including some evenings and Saturdays.

Wages and Benefits

The starting rate of pay is \$22/hr. Benefits include 40 hours of paid sick time per year. Optional enrollment in the NYS retirement system and deferred compensation (457) program, health, vision, and dental programs 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 January 31, 2024. Interviews for qualified candidates will follow.