



Job Opening: Library Assistant

Employment type: Part-time – Open Competitive Civil Service Position

The George F. Johnson Memorial Library is looking for candidates with excellent interpersonal and technology skills for the position of Tech Center library assistant. Candidates are responsible for helping patrons with a variety of tech issues, facilitating open hours in the Tech Center, assisting with marketing of the Tech Center, whether in the library or over social media, and maintaining the Tech Center space. Other duties include assisting the Adult Reference Department weekly by serving 4 to 8 hours on the adult references desk.

Library Assistant Responsibilities:

- Maintain the library's Tech Center by keeping computers updated and space organized.
- Facilitate 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.

Special Qualifications:

- Excellent customer service.
- Teaching experience.
- Proficient 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 ability.
- 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

Candidates will be eligible to work up to 19 hours per week, flexible schedule, 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, and three references to:

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

Or email en.seth@4cls.org by Thursday, June 30th, 2022. Interviews for qualified candidates will be conducted the following week.