



Job Opening: Library Assistant (Adult Services)

Employment type: Full-time, Civil Service Position



About Us: The [George F. Johnson Memorial Library](#) is a vibrant and progressive community hub dedicated to providing exceptional library services and resources to the community of Endicott, NY. We are a municipal, public library and a member of the [Four County Library System](#). We promote policies, practices, and resources that will help people of all races, cultures, abilities, and

socioeconomic statuses to have meaningful opportunities to learn and thrive; we work to ensure that the library is an environment where everyone is valued and respected. The Adult Services Area of the library features a large collection of books for readers and listeners of all ages, including collections of DVDs, graphic novels, Playaways, board games, video games, audiobooks, and magazines. We also offer public computers, printing, scanning and copying services, and tech assistance. In fulfilling our mission to the community, we offer programs that address reading, writing, artistic, digital, media, and civic literacy. The Adult Services Department focuses on serving all adults in our diverse community. It is supervised by the Head of Adult Services and typically employs one full-time librarian and one full-time library assistant. They offer an array of both traditional and innovative programs to address the needs of an adult population with varying interests.

Library Assistant (Adult Services): The library seeks a librarian with a passion for providing excellent customer service and supporting engaging programs and services for adults. The Library Assistant will report to the Head of Adult Services and work closely with librarians to assist in reference services, reader's advisory, technology training, programming, collection maintenance, and outreach. The ideal candidate will have strong organizational, technology, and customer service skills and enjoy working in a collaborative environment. A knowledge of literature, current events, and resources relevant to adult patrons are also preferred.



Examples of Typical Work Activities:

- Assist the public with reference inquiries, technology and device assistance, and placing requests and holds on library materials at the Adult Services Information Desk, as well as via phone and online chat.
- Provide reader's advisory services to patrons through in-person interactions, displays, book lists, newsletters, and digital or printed materials.
- Develop, coordinate, and lead programs for adults, such as book discussion groups, author talks, career and technology workshops, lifelong learning events, and cultural or recreational programs.
- Provide basic technology assistance to patrons, including help with eBooks, public computers, printing, and navigating online resources.
- Support technology training efforts by helping prepare materials, setting up for classes, and assisting patrons in one-on-one sessions at the Information Desk or Tech Center.
- Help promote library programs and services by creating marketing materials and social media content using Canva and other design tools.
- Assist in planning and setting up library programs, such as book discussions, author talks, and workshops.
- Support collection maintenance by shelving, organizing, weeding, and recommending materials for purchase.
- Prepare and process library materials for circulation and assist in maintaining accurate bibliographic records.
- Collect and record program attendance and service usage statistics.
- Stay informed of library trends by attending staff training sessions and professional development opportunities.
- Maintain an inviting and organized library environment by assisting with displays, signage, and workspace organization.
- Represent the library at community outreach events by assisting librarians with setup and patron engagement.

Compensation & Hours: The starting rate of pay for this position will range from \$43,875 to \$45,825 annually (\$22.50 to \$23.50 per hour) and is commensurate with education and experience. Paid sick, vacation, and holiday time are included. Enrollment in the NYS retirement system is mandated for full-time employees. Optional enrollment in a deferred compensation (457) plan is available as well as health, vision, and dental benefits. A standard work week consists of 37.5 hours Monday through Friday and typically includes one evening shift. Saturday shifts are also scheduled on a rotating basis, normally once per month.

Qualifications: Graduate from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree is required at the time of appointment. Employment at the George F. Johnson Memorial Library is governed by Broome County Civil Service law. Applicants must qualify for appointment under the

Librarian Assistant title. *Appointment will be provisional until the candidate successfully completes a civil service exam for the title.*

Employment Policies & Practices: The George F. Johnson Memorial 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 Street
Endicott, NY 13760

Or email the above materials to en.seth@4cls.org on or before April 18, 2025.
Interviews for qualified candidates will follow.