

Position Available: Library Assistant – Children’s Services

The Florida Public Library is seeking an enthusiastic and creative part-time Library Assistant - Children’s Services to join their small, but dedicated, staff.

JOB DESCRIPTION: The work involves responsibility for planning and conducting programs for children and families.

RESPONSIBILITIES *included but not limited to:*

- Plans and implements programs for pre-school and school-age;
- Assists children with reference searches and readers’ advisory;
- Assists patrons with technology;
- Assesses needs and development of children’s and youth collections and makes recommendations for purchases;
- Prepares reports as required;
- Prepares research and completes forms relative to grant proposals;
- Creates and conducts library and community outreach programs;

QUALIFICATIONS:

- Ability to work with children and youth on a group or individual basis;
- Courtesy, tact and initiative in dealing with staff and public;
- Good knowledge of library materials and techniques;
- Good attention to detail and ability to follow procedures consistently;
- Good knowledge of public relations skills;
- Working knowledge of basic computer systems procedures, e.g. start-up, desktop publishing, PC set-up;
- Ability to recognize the titles of and retrieve basic reference sources to serve children, youth and families;
- Ability to express ideas clearly and accurately both orally and in writing;
- Ability to carry out assignments independently.

EDUCATION AND/OR EXPERIENCE REQUIRED:

Graduation from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. Bachelor’s degree in liberal arts, elementary education, or English and one year of experience planning and conducting programs for children.

HOURS: Tuesday: 1 to 8 pm, Wednesday: 10 am to 3 pm, Alternating Fridays/Saturdays: 10 am to 5 pm.

SALARY: \$20 - \$21 per hour

Send letter of interest and resume by email to Meg Sgombick, Library Manager, msgombick@rcls.org with Library Assistant-Children’s Services in the subject line.

This is a provisional civil service appointment. Permanent appointment to the position is dependent upon the candidate’s rating on the Orange County Civil Service training and experience exam.