

Library Assistant for Youth Services

The Howland Public Library in Beacon, NY has a part-time position open in our Youth Services Department for a Library Assistant, at an hourly rate of \$15.50 for 20 hours per week, with the possibility of additional hours in summer. HPL is a member of the New York State & Local Retirement System.

We are looking for a responsible, friendly, and team orientated individual who has experience working in a library or school setting with young children. Experience with STEAM programs for children highly preferred. The Youth Services Library Assistant works closely with the Youth Services Librarian to deliver outstanding programs to children birth to 18 years. The incumbent will have the following duties:

- Assist in developing and executing youth programs
- Outreach and collaboration with schools, parents, community organizations including conducting story time once a week with local children's organizations such as Head Start.
- Reference assistance in Children's Room
- Maintaining statistics
- Maintain and create displays in Children's Room, assist in developing display ideas
- Assisting Librarian with special projects (creating bibliographies, annual events, and collection development)
- Assist with Battle of the Books development, meetings, practices, etc.
- Incumbent will work 20 hours at the following set schedule:
 - Monday 11am-3pm
 - Tuesday 11am-5:30pm
 - Wednesday 1pm-4pm
 - Thursday 11am-5:30pm
 - One Saturday per month 11a- 3p -most likely the third or fourth Saturday (some flexibility here) in place of Monday hours
 - Some flexibility in summer including possibility of adding more hours

Please submit a resume and letter of interest to Director Kristen Salierno via email at director@beaconlibrary.org by March 1, 2019. This position is a civil service provisional appointment pending future examination. Applicant must meet all Dutchess County Civil Service minimum qualifications for the position of Library Assistant and be reachable upon exam for permanent appointment. Civil service minimum qualifications are:

EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; OR: (B) Graduation from a regionally accredited or New

York State registered college or university with an Associate's degree and two (2) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration); OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration); OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.