



Part Time Library Specialist – Children Services

This position is responsible for assisting in the areas of school age services, community engagement, and facilities management specifically, in the areas of readers advisory; children, young adult collections and children programming. Reports directly to the Library Director. They would also be responsible for other duties as needed include working at the Information desk and assisting patrons.

Requirements:

- Bachelor's degree
- Knowledge of methods for collecting, managing and analyzing data;
- Experience working with the public;
- Experience planning, organizing and managing multiple tasks;
- Experience with current technology
- Experience working collaboratively as part of a team and in a changing environment;
- Experience communicating clearly and effectively, by writing and orally, with groups and individuals about complex processes.

This is a part-time non-benefitted position (up to 19 hrs. per week).

*Hours are Monday, Wednesday, and Friday including nights and Saturdays

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop, and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and ability to adjust focus.