



The Field Library Job Opening

Job Title: Part-Time Library Assistant

Summary: Under the general direction of the Head of Children's Services, the Library Assistant performs basic reference duties, helps plan children's programs and events, edits videos and prepares them for posting on social media platforms, assists with holds and interlibrary loans, and may help perform basic collection maintenance duties such as weeding and evaluating materials for circulation.

Essential Job Functions:

- Provides reference and readers' advisory services to children.
- Assists patrons with the online catalog and other electronic resources and guides patrons in the use of the Internet and printing.
- Helps plan programs and events, particularly in the children's area.
- Edits videos and prepares them for posting on social media.
- Conducts weeding and maintenance of the collection.
- Assists with holds and interlibrary loan requests.
- Keeps informed of professional developments through participation in organization, system meetings, workshops, continuing education and professional training.
- May conduct story times as needed.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to work well under pressure, prioritize projects and detail/deadline oriented.
- Excellent interpersonal, communication and organizational skills.
- Comprehensive knowledge of library-related technology, online database systems, bibliographic tools and resources.
- Experience using editing software, such as iMovie.
- Ability to develop and maintain a positive working relationship with fellow employees, supervisors and the general public.
- Good working knowledge of modern principles and practices of library science.
- Good working knowledge of modern library organizations, procedures, policies, aims and services and the ability to carry out library policy and procedures effectively.
- Public service orientation and knowledge of reading interests.

Minimum Qualifications:

- Bachelor's degree or equivalent experience in a public library setting.
- Knowledge and experience using an automated library system and databases.
- Spanish language skills desired.

This is a part-time, non-exempt position.
Approximately 20-25 hours per week.
Starting salary: \$22/hr.

The Field Library is an Equal Employment Opportunity employer.

Please send a cover letter and resume to:

Rosa Villa
Human Resources Administrator
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914-737-0521