

JOB OPENING
Children's Library Assistant
Watkins Glen Public Library

LAST DATE TO APPLY: Until position is filled.

SALARY: \$11.80

HOW TO APPLY: Submit Civil Service application to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891.

VACANCY: At the present time, one part-time (15 hours per week) position is available. **This is a non-competitive Civil Service title and does not require an exam.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves performance of specialized non-librarian duties. It requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Related tasks and evening/weekend hours may be required.

TYPICAL WORK ACTIVITIES:

Plan, organize and execute children's programs including:

- preschool storytime
- summer reading program
- outreach to day care providers
- school visits
- after school programs
- outreach to children at WIC centers

Recommend children's materials to the Director for the library collection;

Work with Director to obtain grant support for innovative parent-child programs;

Communicate with teachers regarding materials wanted and needed by students;

Advise Director regarding appropriate computer software and policies for children;

Attend continuing education programs organized by Southern Tier Library System Children's Consultant, and incorporate consultant's expertise into local programming;

MINIMUM QUALIFICATIONS: Associates degree in Elementary Education or Child Development is preferred. Preference will also be given to candidates possessing two years of paid or voluntary experience in any of the following: organizing and presenting children's programs in libraries; publicizing children's library programs; selecting children's books for libraries; directing outreach programs for children.

Applications are available at www.schuylercounty.us or the
Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891
(607) 535-8190

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