



LIBRARY ASSISTANT – YOUTH SERVICES COORDINATOR

Dansville Public Library seeks an enthusiastic and collaborative individual to join the library team as a full-time Library Assistant to serve as the library's Youth Services Coordinator. Reporting to the Library Director, this position manages all aspects of Children's Services, including programming, outreach, reference, and collection development. The successful candidate will be a dynamic, flexible, community-oriented person who is able to embrace change, has a strong customer service orientation, and a collaborative approach to library service.

Library Assistant is a competitive Civil Service Position and will be filled as a provisional appointment, as there is currently no eligible list. The appointed provisional employee must compete in a civil service examination and be reachable when an eligible list is established.

Duties & Responsibilities

- Proactively develop, organize, and conduct engaging programs for youth and teens
- Plan and implement Summer Reading programs for all ages
- Thoughtfully develop and maintain the children's collections, for children from birth to age 12
- Foster and maintain community connections with local organizations and Dansville Schools
- Provide outstanding customer service at the circulation desk and in Children's Room
- Cooperate and coordinate with other library staff to complete responsibilities and ensure continuation of library functions
- Represent Dansville Public Library at library and community events, both in-house and off-site
- Promote library services, programs, and events to the community through in-person outreach, the Library's website, and social media
- Participate in workshops, library meetings, and continuing education opportunities
- Perform other duties as required

Desired Qualifications

- A genuine desire and ability to work well with children and teens
- An outgoing personality, with the confidence and aptitude to communicate with tact and courtesy when working with community stakeholders, library staff, and patrons of all ages
- A self-motivated, resourceful, and adaptable disposition
- Previous experience working in a library, planning programs, and/or working with youth
- Ability to successfully work independently and as part of a cohesive team
- Working knowledge of computer applications relevant to library services, such as Microsoft Office Suite, Evergreen/other integrated library systems, and online tools such as Google Workspace



Civil Service Minimum Qualifications

- Possession of a Bachelor's degree (or higher level degree) from a New York State or regionally accredited college or university, OR
- Possession of an Associate's degree from a New York State or regionally accredited college AND two years of full-time, paid clerical experience which must have involved the use of various computer software and word processing, OR
- Graduation from high school or possession of a high school equivalency diploma AND four years of full-time, paid clerical experience which must have involved the use of various computer software and word processing.

Hours & Benefits

This is a 37.5 hour per week position and includes some evenings and weekends, depending on staffing needs. At least one Saturday per month is required.

Starting salary range is \$19-\$22 per hour, commensurate with experience. This position includes paid vacation, sick, and personal time, health insurance, and participation in the New York State retirement system

To Apply

Interested candidates should send a cover letter, resume, and contact information for three professional references to: dansvillelibrarydirector@owwl.org. Please include "Youth Services Position" in the subject line.

Preference will be given to applications received by October 20, 2023.