Position: Part-Time – Youth Services Assistant - Elko County Library

This is a temporary position that ends June 26, 2020 with the possibility of extending into a regular part-time position.

Salary: $10.00 per hour

Application Deadline: Open until filled

Elko County Library is seeking qualified candidates for the part time position of Youth Services Assistant. This position requires an outgoing, creative, energetic person to provide youth services in a public library setting. Applicant should have experience working with youth and parents.

Successful candidate will work a flexible schedule during regular library hours, including every other Saturday – averaging 19 hours per week (38 hours per pay period).

Supervision:

- Reports to Youth Services Librarian.

Job Objective:

- Responsibilities range from routine clerical and customer-service activities to program implementation requiring creativity and strong organizational skills.

Essential Functions and Responsibilities:

- In the absence of the Youth Services Librarian, supervises volunteers working in the Youth Services Library.
- Assists the Youth Services Librarian, as assigned.
- Assists with Literacy instruction for various school classes.
- Assists in the development and implementation of youth reading, craft, and story time programs, Summer Reading Program, and other events, conducting programs as determined by the Youth Services Librarian or in the absence of the Youth Services Librarian.
- Responds to public inquiries, including reference and reader’s advisory questions, in a courteous manner; provides assistance to patrons in using Polaris, the library’s automated cataloging system; provides information within the scope of their individual knowledge, and refers to Youth Services Librarian as appropriate.
- Assists in designing and making bulletin boards and other library displays.
• Assists with collection responsibilities, as assigned, such as the selection and de-selection of collection materials.
• Assists with daily clerical duties.
• Assists in maintaining a neat, presentable, and professional library atmosphere.
• Assists with daily and weekly cleaning.
• Shelves youth library books and materials quickly and accurately.
• Enforces Library rules.
• Assists in monitoring Library security, safety, and health conditions.
• Maintains an ethical and respectful attitude regarding patrons and staff.

Qualifications:

• Possesses any combination of experience and education that would likely produce the required knowledge and abilities.
• Artistic ability in creating public displays.
• Knowledge of appropriate techniques in working with youth of different ages and their parents during story times, crafts, and other programs.
• Ability to communicate effectively, patiently, and courteously with library employees, supervisor, patrons, and other community members.
• Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.
• Ability to accomplish given tasks in a time effective manner.
• General knowledge of computers, office equipment, and various craft tools.
• General knowledge of the Dewey Decimal Classification System and the Library of Congress subject headings.
• Willingness to provide professional quality work at all times.
• Ability to work without supervision and is a self-starter.

All interested individuals for any of these positions must be able to lift and/or move up to **40 pounds**.

Obtain an application and a full job description online at [www.elkocountynv.net](http://www.elkocountynv.net) or from:

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775)738.4375 phone (775)738.5984 fax

**Elko County is an Equal Opportunity Provider and Employer**

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.
PART – TIME LIBRARY

DEFINITION

This position serves part-time in the Elko County Library.

DISTINGUISHING CHARACTERISTICS

Part-time hourly position only.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from regular library staff.

EXAMPLES OF DUTIES

Duties are dependent upon department coverage and are attached separately. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

EXPERIENCE AND EDUCATION

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities

LICENSES OR CERTIFICATES

Must have valid Nevada driver’s license or be able to obtain one if hired.

OTHER REQUIREMENTS

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 functions.
Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee may be required to stand or walk for long periods of time.

The employee must be able to lift and/or move up to **40 pounds**. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.