**Library Assistant**
**Youth Services Department**
**Pittsburg Public Library**

**Position:**

- Library Assistant:  Youth Services Department
- Part-time: 15-20 hours/week
- Starting pay: $11.50/ hour
- *Afternoons/Evenings & Weekends required

Under the direct supervision of the Youth Services Supervisor
Please submit resume and schedule of availability with application

**Scheduling and Availability:**

This position requires a flexible schedule, including evenings and weekends. The Pittsburg Public Library remains open during school and college breaks. Preference will be given to applicants who are available to work during these periods, including winter, spring, and summer breaks.

**Definition of Work:**

This is a part-time position in the library's Youth Services Department, assisting patrons in locating library materials and using the computers, software, and online resources available in the department. The Youth Services Assistant also helps plan and assist with Youth Services programs and activities. The ideal candidate will be enthusiastic and ready to offer excellent customer service to patrons of all ages.

**Duties:**

- Using the library's automated catalog system to locate and retrieve materials.
- Helping with Youth Services programs and activities
- Answering the telephone and greeting patrons
- Answering questions about the library's programs and services
- Maintaining the Youth Services Department by keeping it clean and organized
- Adhering to and enforcing library policies and procedures
- Undertake other functions and duties as required

**Required Qualifications:**

- Must be a high school graduate, college preferred
- Must have the ability to work well with the public
- Must be able to effectively communicate orally and in written form
- Must have proficient computer skills
- Problem solving skills and the ability to work independently without direct supervision

**Physical Requirements:**

- Normal physical mobility, which includes movement from place to place
- Normal physical agility, which includes ability to maneuver body while in place
- Normal physical strength to handle routine office materials and tools
- Normal coordination and dexterity of hands and fingers
- Normal sensory functions including the ability to see, distinguish colors, hear and touch