

**Valley Public Library  
Youth Services Library Assistant**

**Job description and application information**

This is a temporary part-time position.

**Supervision Received:**

The Youth Services Library Assistant will work under the supervision of the Library Director.

**General Statement of Duties:**

Develop and implement new programs for area children and families, build on successful existing programs, network within the community, increase the library's communication with the targeted population group by various means including social media, and work with other staff and volunteers to implement programs and services.

**Required Knowledge, Skills, Abilities:**

- Knowledge of public library services and programs
- Familiarity with children's literature and resources
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Comfortable working with children, parents, caregivers, and educators
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, city employees, and the general public
- Ability to initiate, organize, and follow through on programs, services, and projects

**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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, feel, or operate objects, tools or controls and hear or talk. The employee is occasionally required to climb, balance, stoop, kneel, and crouch.

Hand-eye coordination is necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Preferred Qualifications:

At least one year of experience in library services or elementary/secondary education working with children's library services, children's literature and reference resources, and online searching preferred. Or have completed at least 2 semesters of academic preparation (including current students) in library services or elementary/secondary education.

Schedule is flexible, dependent upon availability and program schedule. Duration of the grant-funded position is approximately 6-9 months. Anticipated start date is mid-April to early May.

Send letter of application and resume (including references) to the following address by March 11, 2016.

Claire Bushong, Director  
Valley Public Library  
PO Box 353  
Valley NE 68064

This position is funded in part by a grant from the Kreutz Bennett Donor-Advised Fund, an affiliated fund of the Nebraska Community Foundation. The Fund provides support to public libraries located in Nebraska communities with populations under 3,000.