



# ACCEPTING APPLICATIONS

Until position is filled

## Library Assistant - Children's Department

Part time      16 - 28 hours per week  
Wages          \$7.70 per hour  
Benefits        Public Employees Retirement

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

The following skills are required for this position: a positive attitude and service orientation; typing and basic computer skills; the ability to alphabetize and organize; the ability to cooperate by working independently and as a team when necessary; experience, creativity and enthusiasm in working with children and providing programs. Good reading skills are also needed to keep up with the many books and educational articles which are used to help the employee stay informed in areas necessary to their jobs. This position requires the ability to interact with the public and handle uncomfortable situations at times. Having knowledge of various computer programs, including Word and Excel is also needed.

### **QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills and abilities. A minimum of 2 years of college in child related classes is required. Candidate must have experience in working with and presenting programs for various age groups of children, and knowledge of children's literature and basic library principles.

Candidates must provide documentation for proof of identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

### **USUAL PHYSICAL DEMANDS**

While performing duties of this job, the employee is subject to the following physical demands:

- Regularly operates computers and scanners that may have repetitive actions;
- Moving and lifting heavy books and materials approximately 40 -50 pounds;
- Pushing book carts filled with materials, approximately 80 pounds;
- Using stairs and elevator to access all floors of the library;
- Shelving books on high and low shelves which may require the use of a footstool;
- Standing for long periods of time; and
- Answering numerous questions at one time in a busy environment.

Please submit Cover Letter and Resume to:  
St. Clairsville Public Library, 108 W. Main Street, St. Clairsville, OH 43950