

<b>POSITION:</b>	<b>Library Assistant – Patron Services with Youth Focus (part-time)</b>
<b>WAGE:</b>	\$11.50-15.00 per hour
<b>HOURS:</b>	15-20 hours per week, includes afternoon, evening and at least 2 Saturday shifts a month, additional hours available to substitute
<b>POSTING DATES:</b>	<b>Applications due December 18<sup>th</sup>, 2017.</b>

### **Description:**

The Library Assistant – Youth Focus position works in a collaborative environment to support library operations, which includes providing effective, friendly service to customers, as well as planning and implementing youth programming.

### **Typical duties:**

- Performs circulation duties including checking books in/out, receiving hold requests, collecting and processing fees for lost/damaged materials, processing library card applications, and answering incoming phone calls.
- Provides customer service to library patrons including responding to general inquiries, reader's advisory, locating library materials, and providing assistance with computer equipment.
- Ability to develop and present story times for children both in and outside the library setting.
- Organizes the annual Summer Reading Program with the assistance of the Director.
- Develops programs and events that encourage youth and families to use the library resources.
- Serve as liaison with other Skagit library youth services staff on matters concerning children's and young adult services.
- Works with and helps train library teen volunteers.
- Performs other duties as assigned or required.

### **Qualifications:**

Requires the ability to operate computer equipment and library databases; speak and understand English; work cooperatively and have favorable interpersonal relations with public and co-workers; ability to handle multiple tasks at once during busy times while keeping a professional and positive attitude. Excellent customer service skills and cash-handling skills are required, as well as knowledge and experience with customer service standards and procedures.

Willing to organize, develop, coordinate, and present programs. Ability to work independently, successfully complete assigned tasks, and make decisions independently as appropriate. Passionate about serving young people and families.

High School Diploma or equivalent is required, and six months customer service is desired. Valid driver's license and ability to travel throughout the county as necessary required.

### **Physical Demands / Work Environment:**

- Work is performed in library environment.

# Upper Skagit Library District

A Place for All to Learn,  
Grow and Explore!

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- Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, and lifting of objects up to 40 pounds.
- Must be able to push/pull loaded library carts and lift/carry library materials.

## **Application Process:**

All applicants must submit a completed Upper Skagit Library Employment Application form, cover letter and resume. Applications may be submitted in person to the Upper Skagit Library, 45770B Main Street, Concrete, WA 98237, or may be emailed by deadline to [upperskagitlibrary@gmail.com](mailto:upperskagitlibrary@gmail.com). Application forms are available at the library and also on our website at [www.upperskagit.lib.wa.us](http://www.upperskagit.lib.wa.us).

The Upper Skagit Library District is an affirmative action/equal opportunity employer.