



# COUNTY OF ERIE

## POSITION ANNOUNCEMENT

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: JULY 17, 2015**

**CLOSING DATE: JULY 31, 2015**

**TITLE: LIBRARY ASSISTANT**

**GRADE: 205**

**DEPARTMENT: LIBRARY/REFERENCE/CHILDREN/TEENS**

**BARGAINING UNIT: AFSCME Professional**

**ENTRY RATE: \$14.35/hour, \$27,983/annual**

**HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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### **DEFINITION OF CLASS:**

Provides direct customer service and instruction to library patrons. Utilizes basic knowledge of library science, electronic databases, current technologies, and community resources. Operates in a diverse environment to help fulfill ECPL's mission by providing programming, community outreach, and leadership for all ages.

### **DUTIES & RESPONSIBILITIES:**

Approaches patrons to offer assistance in accessing information, content, and library collections in a variety of formats, including both print and digital. Instructs in the use of library resources. Creates, develops, and conducts library programs, classes, and services for a broad range of library users of all ages, in conjunction with other library staff. Develops partnerships with other individuals and organizations throughout the community in providing programs and services to library users.

### **KNOWLEDGE, SKILLS & ABILITIES**

The position requires an excellent public service attitude; the ability to see the big picture of the library; the ability to work well with others in a team; the ability to plan, prioritize and focus on what is critical; commitment to lifelong learning; and the ability to remain flexible and positive in a time of continuing change.

Must possess a genuine enthusiasm for, and experience in, working with people of all ages, and a strong knowledge of current technology and trends. Must possess demonstrable computer and technology related skills on all manner of PCs and mobile devices. Must be willing to learn new technologies and be able to assist staff and public with understanding and using new technologies. Must know how to use the Online Public Access Catalogs, electronic resources, and other information technology sources to research, obtain and access program materials needed to fulfill the job responsibilities.

Must be able to conduct multiple-age programs with sensitivity to the various needs of the audience and with age appropriate materials and activities. Must possess people skills and include the ability to communicate effectively, an expression of patience, friendliness, and courteousness, and a desire to help others. Must have strong organizational and time management skills and be self-motivated.

**MINIMUM REQUIREMENTS/ QUALIFICATIONS**

BA/BS degree in general studies/ liberal arts or other related degree. A minimum of three years public library experience and experience either with library program planning or in other programming for diverse populations preferred.

**CONDITION OF EMPLOYMENT:**

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse history; and FBI Criminal History Background Check including finger printing.