



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 3, 2016

CLOSING DATE: FEBRUARY 18, 2016

TITLE: LIBRARY ASSISTANT

GRADE: 205

DEPARTMENT: LIBRARY/REFERENCE

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 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.

DEFINITION OF CLASS:

Provide for 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 programing, community outreach, and leadership for all ages.

DUTIES & RESPONSIBILITIES:

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

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

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 understand 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 and 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.

STATEMENT OF BENEFITS:

Below is the average contribution the county pays for an employee's healthcare plan for:
AFSCME PROFESSIONAL (amount corresponds with bargaining unit)

Single Coverage- \$10,450.00 Dependent Coverage- \$21,960.00

*Average paid holidays annually – 14 days

*Average paid vacation for 1st year – 6 days

*Average paid personal days annually – 5 days *Holidays may vary by bargaining unit