

# EMPLOYMENT OPPORTUNITY

## Temporary On-Call Storytime Library Assistant

*Pay Rate: \$21/hr.  
Various shifts – Days, Evenings and Weekends  
IMMEDIATE OPENING  
Open Until Filled*

### **THE POSITION:**

Work primarily involves providing early literacy storytimes. Depending on the shift, work can also include assisting library patrons in locating library materials; providing information about library services, policies and events; answering ready reference questions and readers' advisory inquiries; performing check in and check out of library material; handling fines and other patron account issues, providing outreach services to schools and organizations and providing excellent customer service.

### **MINIMUM QUALIFICATIONS:**

Two years' experience in a customer service setting. Prior experience working with children.

### **DESIRABLE QUALIFICATIONS:**

Excellent customer service attitude and skills; knowledge of early literacy best practices and childhood development, previous experience working in a public library; experience with Innovative/Sierra ILS; familiarity with library automated systems, Internet resources, library databases, and other digital resources; experience with or training in providing storytimes preferred.

### **Education:**

Associate's degree or higher

### **OTHER CHARACTERISTICS:**

Essential duties require the mental and/or physical ability to read fine print and computer monitors; converse in person and on the telephone; use a computer keyboard; stoop, bend, reach, and stretch; and strength to safely lift and maneuver items such as books, bins, office equipment, and carts weighing up to 60 pounds.

### **SELECTION PROCESS:**

Following initial review of applications, applicants with the most desirable qualifications will be scheduled for an oral interview.

For further information or to obtain an application, please contact Joyce Nevins at 925-373-5514 or e-mail [janevins@livermore.lib.ca.us](mailto:janevins@livermore.lib.ca.us)