



**CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
*LIBRARY ASSISTANT - YOUTH SERVICES***

PRESCOTT PUBLIC LIBRARY

Part-Time: 18 Hours/Week \$10.00/HR

**Flexible schedule – Must be available for evening/weekend work
(Not eligible for benefits)**

Must be able to pass pre-employment drug test and criminal background check.

JOB RELATED AND ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Individual is responsible for providing a variety of services to young patrons and their caregivers in the Youth Services Department. Responsibilities include shelving returned items; assisting patrons with locating materials and internet use; assisting with children's programs and routine library and clerical tasks for which procedures are well established and under the supervision of the Lead Librarian Youth Services.

Knowledge, Skills, and Other Characteristics: Knowledge of: library clerical procedures or ability to acquire such knowledge with ease. Ability to: follow oral and written direction, to sort and file alphabetically and numerically, clerical aptitude, accuracy and ability to keep to a schedule. Must have good customer service skills and be competent with computers in a Windows environment. Previous experience working with children desirable. **Must be able to perform physically demanding duties related to shelving library materials in a busy environment.**

Physical and Visual ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicles as needed.

Hearing and Speaking ability: Sufficient to effectively and safely perform required duties.

Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: Open Until Filled.

Send application/resume to:

Prescott Public Library, Attn: Business Manager,

215 E Goodwin St, Prescott AZ 86303

928-777-1500 FAX: (928) 771-5829

Applications are available at the Service Desks – Prescott Public Library Downtown and Prescott Public Library Gateway Branch at Prescott Gateway Mall or www.cityofprescott.net.