



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

**LIBRARY ASSISTANT  
YOUTH SERVICES**

Part-Time Temporary Position

Pay Range: \$10.00/Hour

(Not eligible for benefits)

**Work Schedule:** Part time; 18 hours per week; flexible schedule. Must be available for evening/weekend work.

**Qualifications:** Education and/or experience equivalent to High School Diploma and at least one (1) year experience working with children preferred. **Must pass pre-employment background check and drug test.**

**Essential Duties:**

Individual is responsible for providing a variety of services to youth, ages birth to 18 and their caregivers in the Youth Services Department. Responsibilities include: assisting patrons with basic reference questions, location of materials and Internet use; assisting with youth 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. Must have good customer service skills and be competent with computers in a Windows environment.

**Ability to:** Follow oral and written direction, to sort and file alphabetically and numerically, clerical aptitude, accuracy and ability to keep to a schedule.

**Physical and Visual Ability:** Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed. Must be able to perform physically demanding duties including pushing full book carts, book bins and lifting tubs weighing up to 50 lbs. Must be able to perform duties involving repetitive bending, reaching, stretching and standing for long periods of time.

**Hearing and Speaking Ability:** Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

**DEADLINE: Applications must be received by 5:00 p.m., October 23, 2013.**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

(928) 777-1347 (928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

**Email:** [hr@prescott-az.gov](mailto:hr@prescott-az.gov) **Visit our website at** [www.prescott-az.gov](http://www.prescott-az.gov)

Posted: October 9, 2013