LIBRARY ASSISTANT
ADULT & TEEN SERVICES
Full-Time

Open Recruitment
Closing Date: January 6, 2023
Library Assistant
$57,056-$73,528

This is a non-exempt paraprofessional position under the general direction of the Adult & Teen Services Supervising Librarian.

Key Responsibilities
- Assist patrons at a busy Information Desk by providing reader’s advisory, answering reference questions and showing patrons how to use library resources and tools.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Makes recommendations to the Supervising Librarian concerning the public relations activities for the Adult Services Department.
- Prepares, plans, implements, and assesses teen and adult programs, and other services for the community including and not limited to STEAM activities for the makerspace.
- Ability to teach classes in 3-D modeling, coding and develop new curriculum.
- Knowledge of current emerging technology trends and applications
- Conducts presentations and participates in outreach activities.
- May train volunteers assigned to the Adult & Teen Services Department.
- Prepares, writes, and submits reports of activities, as assigned.
- Must be available to work nights and weekends.

Education and Experience Needed
Equivalent to graduation from an accredited four-year college or university with major coursework in Library Science or related field. Previous experience in children, adult, or teen-related programs and services. Library experience and bilingual skill are highly desirable.

Benefits
The Placentia Library District provides health, hospital, vision, dental and disability insurance to eligible employees. The District participates in Social Security and Medicare. Upon achieving eligibility, employees will be enrolled in the District’s defined benefit retirement plan.

How to Apply
Applications are available online at www.placentialibrary.org and at Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870. Candidates can submit their application and resume by email to administration@placentialibrary.org or to the Placentia Library Administration Office. This position closes at 4:00 p.m. on Friday, January 6, 2023.

The Placentia Library District is an Equal Opportunity Employer.