

***JOB OPENING***  
**Children's Library Assistant**  
**Watkins Glen Public Library**

**LAST DATE TO APPLY:** Until position is filled.

**SALARY:** \$12.00 - \$15.50

**HOW TO APPLY:** Submit Civil Service application to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891.

**VACANCY:** At the present time, one part time (10-15 hours per week) position is available. **This is a non-competitive Civil Service title and does not require an exam.**

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**JOB DESCRIPTION:** The work involves performance of specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plan, organize and execute children's programs including:

- preschool storytime
- summer reading club
- outreach to day care providers
- school visits
- after school programs
- outreach to children at WIC centers

Recommend children's materials to the Director for the library collection;

Work with Director to obtain grant support for innovative parent-child programs;

Communicate with teachers regarding materials wanted and needed by students;

Advise Director regarding appropriate computer software and policies for children;

Attending continuing education programs organized by Southern Tier Library System Children's Consultant, and incorporates consultant's expertise in local programming.

**MINIMUM QUALIFICATIONS:** High school graduate with two or more years of college or one year of specialization in elementary education/child development. Preference will be given to candidates possessing two years of paid or voluntary experience in: organizing and presenting children's programs in libraries; publicizing children's library programs; selecting children's books for libraries; directing outreach programs for children.

Applications are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the  
Schuyler County Civil Service Office  
105 Ninth St., Unit 21, Watkins Glen, NY 14891  
(607) 535-8190

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