



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
E-Mail: ljohnson@co.schuyler.ny.us

Lorry Johnson
Personnel Officer

Dutton S. Peterson Memorial Library Library Aide Vacancy Village of Odessa

LAST DATE TO FILE: Applications accepted until position filled

SALARY: Commensurate with experience and determined by the Board. Suggested starting pay is \$14-\$16/hr. based on experience.

VACANCY: At the present time, there is one part time, 10 hours per week vacancy. Requiring flexible hours and may include mornings, afternoons, evenings and Saturday hours. May also be required to fill in for staff or attend library workshops and trainings.

HOW TO APPLY: Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** <https://www.schuylercounty.us/119/Civil-Service>

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 the application.

TYPICAL WORK ACTIVITIES:

Preschool story-time coordinator for weekly story-time sessions & planning.
Program coordinator for youth, teens, and adults (year-round)
Program Planning with grant-writing, scheduling programs, advertising and promotion
Programming Goal would be one program/month each for children, teens, and adults (in addition to weekly story-time). This may include afterschool programs, tech programs, book clubs, etc.
Clerical duties include; learning Workflows for checkout, discharging, patron registration, delivery check-ins/outs, helping patrons find books or use public computers, copier and fax machine.
Other duties as assigned

MINIMUM QUALIFICATIONS:

High School diploma or equivalent. Computer literacy required and library experience preferred.

Date Issued: November 10, 2021

Applications and announcements are available at www.schuylercounty.us or the
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