



## **Library Assistant (Children's Services)- PT+**

Do you want to work in a fast-paced, innovative, and most importantly, fun environment? The Ossining Public Library is looking for a community-focused, enthusiastic, and mission driven part time Library Assistant to join our award-winning children's team.

Duties and responsibilities:

The Library Assistant will work as a member of the Children's Team to provide programs and services to children birth to age 12. They will offer general assistance within the Children's Room to parents, teachers, caregivers, and other adults. They will develop and implement programs and identify and participate in community engagement and outreach efforts. They will work collaboratively across departments and with library administration, community groups, and other agencies. They will assess collections, programs, and services with a focus on equity, diversity, and inclusion and look for new opportunities to serve our community. They will complete other duties as assigned.

Desired experience, knowledge, skills, and abilities:

- Ability to work both independently and collaboratively.
- A strong desire and ability to provide high quality library service to all community members.
- Ability to effectively communicate orally and in writing.
- Ability to use and teach current technologies.
- Exercise good judgement, resourcefulness, a positive attitude, patience, and flexibility.
- Demonstrate a welcoming attitude and commitment to excellent customer service in a multicultural, diverse environment.
- Bilingual (English/Spanish) is preferred.

Minimum training and experience: Possession of a Bachelor's Degree.

Successful candidate must be reachable on a Westchester County Civil Service Librarian Assistant or Library Assistant (Spanish Speaking) list of eligibles or otherwise eligible for appointment. Placement is subject to Westchester County Civil Service approval.

Hourly wage range: \$27.97 to \$34.86, Saturday, Sunday, and evening shifts are required for this position.

Sunday pay includes an additional \$8.50 per hour. This position does offer vacation and sick time.

To apply, please send an [application](#), resume, and cover letter to:

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53 Croton Ave.  
Ossining, NY 10562  
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