

NOW HIRING

PART-TIME LIBRARY ASSISTANT (YOUTH DEPARTMENT)



The Cedar Falls Public Library is seeking a part-time **Library Assistant** in its youth department. The position will be 29 hrs./wk. with evening and weekend hours required. The hourly pay rate will be \$19.808, and the position is eligible for annual merit-based performance increases. The position is also eligible for PT benefits including pro-rated holidays, vacation, and sick leave; voluntary dental, vision, and other voluntary insurance benefits; tuition reimbursement; bereavement leave; wellness; and retirement plans.

Our youth department team seeks to create magical, transformative experiences for the families we serve through both traditional and innovative programs for children aged birth through sixth grade.

Under the supervision of the Youth Services Librarian, this position involves planning and delivering story times and other youth programs to diverse audiences, providing recommendations of materials to patrons, providing excellent, enthusiastic customer service at the youth service desk, and other duties as assigned, including some interdepartmental work when needed.

High school diploma, or equivalent, and at least two years of customer service or administrative experience required, preferably in a library setting. Strong customer service, clerical, organizational skills, and detail orientation are also required. Prior experience working with children, some knowledge of child development, and some knowledge of children's literature and media are a plus but not required. Post-offer, pre-employment background, physical, and drug screen will be required for the selected individual.

For consideration, apply online at <https://www.cedarfalls.com/jobs> (preferred), Cedar Falls City Hall, or print and complete an application from the above link and email to Jobs@cedarfalls.com OR mail or deliver to City of Cedar Falls, Finance & Business Operations Dept., Attn: Library Assistant-Youth, 220 Clay Street, Cedar Falls, IA 50613. A cover letter and resume are also required, and the deadline for all materials is Friday, October 23rd at 4:30 p.m.

EQUAL OPPORTUNITY EMPLOYER

