



Reference Assistant- Part-Time

Are you passionate about empowering minds of all ages and fostering a love for learning? If so, we have an exciting opportunity for you to make a meaningful impact as a Reference Assistant specializing in serving our vibrant community!

As a part-time Reference Assistant, you will play a vital role in connecting adults with the information, resources, and programs to help them explore their interests and develop new skills. This individual reports to the Adult Services Assistant Manager and works at least three (3) weekly public service desk shifts.

This is a Part-Time/Non-Exempt Position - Schedule: 18 hours a week, in person, with at least two evenings a week and every one weekend in five.

ESSENTIAL FUNCTIONS:

- Works with Reference Librarians to implement adult programming.
- Provides ready reference, reader advisory, and other library services; assists patrons in using library resources regardless of format.
- Supports with projects as requested.
- Contributes to the efficiency and effectiveness of the library's service to its patrons by offering suggestions and directing or participating as an active team member.
- Provides information about library events and processes event registrations.

QUALIFICATIONS:

- Associate's degree or LTA; AND one (1) year of customer service or library experience; OR an equivalent combination of education, training, and experience.
- Qualified in library sciences, services, and collections principles and practices.
- Knowledge of the community area served by the library.
- Ability to work independently and collaboratively within a lively team environment.

BENEFITS:

- Four (4) weeks of paid time off, pro-rated
- Employee Assistance Program
- Optional 457b deferred compensation enrollment.

SALARY: \$19.49 per hour minimum - \$25.98 per hour midpoint - \$32.48 per hour maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

TO APPLY: Ready to embark on the next chapter of your library career? Please submit a cover letter and resume to hr-applicants@scpld.org, Attention: Lizette Ayala, Adult Services Assistant Manager. Applications are available on our website: <https://www.scpld.org/> We thank all applicants for their interest; however, only those selected for an interview will be contacted. *The St. Charles Public Library is an Equal Opportunity Employer*