

**FULL-TIME LIBRARY ASSISTANT I/CLERK I
CHILDREN'S DEPARTMENT
JOB INFORMATION**

POSITION AVAILABLE AT: **Sedalia Branch**
Boonslick Regional Library
219 West 3rd Street
Sedalia, MO 65301

WORK SCHEDULE:

40-hour work week full-time

Monday	9:00 a.m. - 6:00 p.m.
Tuesday	9:00 a.m. - 6:00 p.m.
Wednesday	Day off
Thursday	9:00 a.m. - 7:00 p.m.
Friday	9:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.

DUTIES AND RESPONSIBILITIES:

Responsible for developing, implementing and publicizing, programs for children of all ages, including: storytime; summer reading programs; teen programs; reading clubs. Other duties include: developing displays in children's department; shelving duties (putting items in proper place); aid patrons in locating materials; clerical and general circulation duties; circulation/public services; use the computer to: help and instruct patrons on how to locate materials using the Public Access Catalogs, Internet and through the BRL on-line connection; access collection and circulation information; check-in and out materials; provide a welcoming library for patrons to enjoy; and additional duties as required under the supervision of the branch supervisor.

QUALIFICATIONS:

High school diploma or GED required. College hours in Elementary Education desirable. Ability to work and communicate well with children. Ability to meet the public with eagerness, sincerity, and diplomacy. Ability to work independently and accurately. Must be self-motivated. Comfortable with computers, reference tools, and all other library materials to best serve the public. Ability and willingness to participate in a TEAM environment a must, Cooperative attitude to work with other employees and under supervision.

SALARY:

The starting salary is **\$10.45 per hour**. This is a salaried position. Salaries are **paid monthly** by a direct deposit system.

BENEFITS:

Social Security; Worker's Compensation; Vacation (80 hours after completion of the first work year and successful completion of Introductory Period); Sick leave (8 hours per month - indefinite accumulation); 12 paid Holidays (library closed); 8 hours paid Personal Leave per year; Dental, Long-Term Disability, and Life Insurance benefit after first six months.

POSITION AVAILABLE: Immediately.

APPLICATION DEADLINE: Until position is filled.

If you are selected, we will contact you to set up an interview time. Please leave a cell/telephone number on your application where you can be reached. All interviewed applicants will receive notification regarding the completion of the job search.