

Library Assistant I (Youth Librarian)
Full Time at \$17-18/hour + benefits
Starting Date: ASAP

The Bloomfield Public Library, www.bloomfield.lib.ia.us, has an opening for a full-time Library Assistant I (Youth Librarian). Evenings and every third Saturday required as part of 40 hours/week.

Qualifications: High School diploma, preferably a higher degree; Working on or have a Library I certification; Proficient in the use of technology and software products (both PC & Mac) as well as other technology such as a 3D printer; and demonstrated skills in organization, working with children and teens; and working with the public.

Responsibilities include but are not limited to: provide assistance to patrons (i.e. circulation desk); lead or assist with programming or events; focus on the Junior Library (includes curating young adult books), other duties as needed.

Other responsibilities include: providing circulation reports; process books for circulation; mend books; clean DVDs & audio books etc.; and create and maintain an inviting environment for the Junior Library (i.e. bulletin boards, scavenger hunt supplies, coloring/activity sheets), prepping and keeping stats on programming, etc. This job description identifies the primary tasks and responsibilities required for this position, but others may be required as necessary.

Please submit a cover letter, résumé and city application, available at <https://www.cityofbloomfield.org/category/employment-opportunities>, to Anne Tews, Director, at the Bloomfield Public Library, 107 N Columbia St, Bloomfield, IA 52537. (bpl@netins.net)

Job offer contingent upon successful completion of background check, drug test, functionality test, and physical.