

## **Job Posting**

Library Assistant (English/Spanish Speaking)

Woodbury Public Library

The Woodbury Public Library has an opening for a part-time Library Assistant (English/Spanish Speaking). This competitive title is assigned to Grade 5 at 19.27/hour. This is a union position.

The hours for this position will be 20-25 hours a week including one evening a week and Saturdays from 11-4.

Typical work activities include planning, scheduling, and conducting programs for library patrons of all ages with a focus on children and families, preparing library exhibits and displays, assisting in the selection of library materials and supplies for programs, creating public relations material including newsletters and flyers, general circulation desk duties, and related work as required.

Minimum qualifications are graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree, or higher AND the ability to speak, understand, and write conversational Spanish.

Appointment will be provisional pending successful Civil Service examination.

Please email resume and cover letter by April 11, 2018 to:

Sara Johnson, Director  
wpl@rcls.org