

Town of Woodbury

Date: February 13, 2018

From: Woodbury Public Library

Subject: Library Assistant (English/Spanish Speaking), Woodbury Public Library

In compliance with UPSEU requirements, please be advised that the Civil Service Title Library Assistant (English/Spanish Speaking) is available immediately.

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.

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 examination.

Please send resume and cover letter by March 6, 2018 to:

Sara Johnson, Director  
wpl@rcls.org  
Woodbury Public Library  
16 County Rte. 105  
Highland Mills, NY 10930

CC: UPSEU, Michael Wilson/Gary Hickey