



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Part-Time Library Assistant Announcement and Description

Henrietta Public Library gives seekers the tools they need to transform ideas into possibilities. We are currently inviting applications from candidates who are interested in joining our staff working part-time as a Library Assistant. The successful candidate will provide reference and reader's advisory to children, teens, and adults and assist librarians with special projects as needed. All hours for this position are scheduled on the reference desk.

All of our staff:

- Loves to learn and welcomes new ideas in a constantly changing library environment.
- Takes pride in providing exceptional customer service.
- Is enthusiastic, welcoming, playful, resourceful, flexible, and eager to work as part of a team.
- Communicates clearly and constructively.
- Shows compassion to each other and our community.
- Is comfortable with integrating new technology into traditional library services.

Major duties:

- Assist patrons of all ages with general reference and reader's advisory requests.
- Work at circulation desk, as needed.
- Participate in staff teams and meetings.
- Maintain and develop knowledge through continuing education.
- Perform other related duties as required.

Special qualifications:

- Enjoys working collaboratively.
- Professional and friendly phone etiquette.
- Fluency in ASL preferred.
- Can stand, walk, crouch, twist, push/pull up to 75 pounds, and lift up to 60 pounds.

Minimum qualifications:

- Anyone who currently has a four-year college degree and at least one year experience working in a library setting OR
- Anyone who currently has a permanent appointment from a Civil Service list as Library Assistant or desires a transfer in grade OR
- Anyone whose name currently appears on the Monroe County Civil Service Library Assistant eligible list



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Hours:

The person in this position will work 18- 20 hours per week. Candidates must be available Monday through Friday, days and evenings, as well as Saturdays in rotation.

Wages:

Starting rate is \$18.31/hour.

Statement of nondiscrimination:

The library is an equal opportunity employer which complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment on the basis of race, creed, color, sex, age, national origin, or disability in accordance with state and federal laws and regulations.

To apply:

Please send a cover letter, resume, and three references to Ellen Glena via email at ellen.glena@libraryweb.org by January 22, 2021.