

**Part-Time Youth Services Library Assistant  
Livingston Public Library**

The Livingston Public Library has an opening for the position of Part-Time Youth Services Library Assistant. We are seeking a friendly and customer-oriented person to work approximately 15-25 hours a week, including evening and weekend hours. Excellent communication skills are a must. The successful applicant must be dependable, provide excellent customer service, and have strong computer skills. Responsibilities will include a full range of duties in the Youth Services Department: straightening & shelving books, answering basic youth reference and directional questions, providing basic readers' advisory, patron registration, answering phones, placing holds, assisting with children's & teen programs, and other tasks as needed. The successful candidate must exhibit the ability to deal tactfully and respectfully with the public and work effectively with colleagues.

A high school diploma or equivalent plus some relevant library work and/or other experience are required. Must pass mandatory drug test and background check.

Salary is \$13.63/hr. Pro-rated leave included.

Send a resume, cover letter, and three references to Amy Hyfler, Assistant Director, at [hr@livingston.bccls.org](mailto:hr@livingston.bccls.org). Open until filled.