



BUCKS COUNTY FREE LIBRARY
JOB POSTING NOTIFICATION

Job Title: YOUTH SERVICES ASSISTANT

Work Unit: LEVITTOWN BRANCH – Full Time
LANGHORNE & YARDLEY BRANCHES – Part Time

Job Classification: Library Assistant

Compensation: \$19.44 per hour regular rate
\$18.87 per hour probationary rate

Hours of Work: Full Time – 37.5 hours per week
Part Time – 20 hours per week
Both variable schedules – includes weekdays, evenings, and weekends

Bargaining Unit: Yes

To Apply: **Submit resume and letter of interest with pre-employment testing (instructions below). Indicate the branches in which you are interested. *Please have your resume and letter of interest prepared as ONE document.***

PRE-EMPLOYMENT TESTING: We are asking all applicants interested in the Youth Services Assistant position to complete pre-employment testing. The testing consists of five tests:

Criteria Cognitive Aptitude Test	Customer Service Aptitude Profile;
Excel 2007	Word 2007
Computer Literacy and Internet Knowledge Test	

The tests must be taken consecutively, and it takes about 65 minutes to complete all five. Please allow yourself enough time to complete them. (If you have recently applied for another position with Bucks County Free Library and taken any of the tests, please send an e-mail to libraryjobs@buckslib.org to let us know which ones. You will not be asked to retake those for which we have already received scores.) Please close all other programs while taking the tests. To start, please copy and paste the url below into your Internet browser:

<http://www.ondemandassessment.com/verify/apply/mRDDmm/hnDPDb>

From there you will enter the testing site. You will be asked to enter your name and e-mail address. Once you are done, hit "Submit." Next, you will be given an eleven-digit Test Event ID; hit "Proceed." You must then upload your resume/letter of interest (one document) in any of these accepted formats: .doc, .docx, .rtf, and .pdf. You will then start the first test. After completion of each test, the next test will begin. Once you have completed the tests, the results will be sent to Bucks County Free Library.

POSITION SUMMARY

We are looking for someone with a passion for working in libraries and with children of all ages – from babies to teens. You must love helping others and working closely and interacting with children, their families, and caregivers, as the job involves constant contact with the public. Providing exemplary customer service should come naturally to you.

The candidate for this job brings 1 – 3 years of experience working with children of all ages in a formal setting, such as a public library, camp, or day care center. You should be able to plan and conduct fun and exciting literacy-based and educational story times and events for large groups of children and their caregivers.

The well-rounded candidate will also be comfortable with computers, know how to troubleshoot software and printer problems, and know the latest in library trends.

This position may include morning, afternoon, evening, and weekend hours, including Sundays. The successful candidate may be required to adapt to future schedule and location changes depending on library needs.

EDUCATION:

- Requires a Bachelor's degree.

EXPERIENCE:

- One to three years related experience and/or training.

You will find a complete job description on the Bucks County Free Library website at http://www.buckslib.org/jobs/bcfl_jobs.cfm.