

ON CALL LIBRARY ASSISTANT

Open Recruitment



PLACENTIA LIBRARY DISTRICT



The Placentia Library District was formed on September 2, 1919 and is one of 12 independent library districts in California. The Library recently went through a renovation to commemorate its 100th anniversary. The newly designed space includes an engaging and playful children area, group study rooms, new passport offices, and a makerspace. The Library's revenue consists of a share of local property tax revenues based on historic allocations, grants, and entrepreneurial funds. The Library is open seven days a week and is located at 411 E. Chapman Avenue, Placentia, California.

Our Mission

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

On Call Library Assistant \$28.25 - \$36.14 per hour

This is a non-exempt paraprofessional position under the general direction of the Children's, or Adult/Teens Services Supervising Librarians

Key Responsibilities

- Assists with programs and outreach on a as needed basis.
- Performs specialized reference work using print and electronic formats.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Provides reference assistance at the Information Desk.
- Assists the public in making the most effective use of the District's collection and facility.
- Assists the public with using the electronic databases, reference services, and computer printing.
- Makes recommendations to the Supervising Librarians concerning the public relations activities for the Children's, Adult, and/or Circulation Departments.
- Must be available to work nights and weekends.
- Must be Bilingual-Spanish

Education and Experience Needed

Equivalent to graduation from an accredited four-year college or university with major coursework in Library Science or related field. Previous experience in children, adult, or teen-related programs and services.

How to Apply

Applications are available online at www.placentialibrary.org and at Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870. Candidates can submit their application by email to administration@placentialibrary.org or in person at the Placentia Library Administration Office. Resume will not be accepted in lieu of a job application. Incomplete applications will be automatically disqualified. This recruitment is ongoing until filled.

The Placentia Library District is an Equal Opportunity Employer.