

**PART TIME REFERENCE ASSISTANT**  
**Posting Date: August 2, 2018**

The University City Public Library has an immediate opening for a part-time Reference Assistant to work in the Reference Department. Shared duties with three other full-time and two part-time reference librarians include reference desk duties; teaching Internet and library skills to patrons; troubleshooting PC problems; and readers' advisory service. Schedule would be 15-25 hours per week, include working some evening and weekend hours. The position requires a Bachelor's degree; MLS or in progress preferred. Current library science students are encouraged to apply.

We are looking for a bright, personable professional with a demonstrated commitment to public service who will work well with our diverse community and current staff and be a patient teacher to those needing help with new technology. Flexibility and a sense of humor are desirable traits.

Essential physical abilities to be accomplished with or without reasonable accommodation:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Ability to lift up to 40 pounds; push and pull carts weighing up to 200 pounds; bend, stoop and reach shelving from floor level to 6 feet high; and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials, as well as work in older buildings.

General requirements for all library employees:

- Ability to establish and maintain effective working relationships.
- Commitment to the library's mission and goals.
- Ability to read, write, and speak English.
- Ability to give and receive instructions in English.
- Alpha-numeric recognition skill.
- Ability to exercise good judgment.
- Ability to use basic office equipment: telephone, fax, e-mail.
- Honesty, punctuality, accuracy, ability to maintain confidentiality.
- Ability to pass a criminal background check.
- One-year probationary period.

Please email a current resume and cover letter to [humanresources@ucitylibrary.org](mailto:humanresources@ucitylibrary.org)