

Children's Services, Associate Library Specialist

Daviess County Public Library

Community Engagement Department

Salary: \$33,699.00 plus benefits

Status: Full-time, Non-Exempt. Days, evenings and weekend shifts.

Closing Date: October 7, 2020

The Daviess County Public Library seeks a dynamic, creative, and energetic individual with a strong commitment to public service. This position works with staff to design and develop services for children ages 12 and younger and their families. In addition, this position will work within the Community Engagement department to deliver quality service to customers of all ages.

The successful candidate will be customer-focused, forward thinking and collaborative. He/she will be committed to excellence in customer service and understand the Library's central role in the community. RESPONSIBILITIES INCLUDE (but not limited to): community outreach, children's in-person and virtual programming including storytime, STEM activities, etc., customer service and book deliveries.

Qualifications:

- High School Education or G.E.D. AND six to twelve months related experience or training OR Associate's Degree from an accredited university or college.
- Applicant must be at least 25 years old and have a valid driver's license.
- Knowledge on how to conduct a storytime appropriate for preschool children using stories, songs, finger plays, action rhymes, puppets, etc.
- Knowledge of children's and young adult literature
- Knowledge of technology to create and implement virtual programs
- Knowledge of child development
- Ability to work independently
- Proven customer service skills
- Good communication skills, both written and verbal

- Good organizational skills

Application Process: Please submit a letter of interest, resume and three work references to:

Shannon Sandefur, Community Engagement Manager

Daviess County Public Library

2020 Frederica Street

Owensboro, KY 42301

ssandefur@dcplibrary.org

In the letter of interest, please address the essential qualifications and how your education and/or experience best qualifies you for this position. No phone calls, please.