



The Newark Public Library is hiring for the following position:

Library Clerk - Program Assistant

Full Time (35 hours/week)

The Newark Public Library is looking to hire an energetic person to work as part of the programming team. Prospective candidates should be outgoing, enjoy working with people of all ages (especially teens), demonstrate flexibility and adaptability, exhibit confidence and comfort when facilitating programming, deliver high quality customer service, and show strong technical confidence (including proficiency using the OWWL catalog).

The Program Assistant will work the following master schedule with flexibility required for special programming:

Mondays 10:30 - 6

Tuesdays 10:30 - 6

Wednesdays 10:30 - 6

Thursdays 10:30 - 6

Fridays 9:30 - 5

and two Saturdays a month from 9:30 - 1

All candidates must meet the minimum requirements for a Library Clerk position with Wayne County Civil Service (please note: as a result of the HELP Program, candidates can be hired and eventually granted competitive class status without the need to participate in a written exam).

This is a full-time (35 hours/week) position and a qualified candidate will be hired on a probationary basis for the first year of employment.

The hourly pay rate is \$17.25 with full benefits including NYS Retirement, health insurance plan, and paid time off (holidays, sick, personal & vacation).

Interested candidates must be available to work the master schedule listed above.

Please submit completed applications to jstell@owwl.org by **Friday May 29th @ 3:00**.