



Full-Time Library Assistant: Children's Services

The Richmond Memorial Library of Batavia, NY, seeks an energetic, team-oriented Children's Services Library Assistant to help deliver superior library programs and materials to the people of Batavia and Genesee County.

Library Assistant Duties:

- Develops and implements creative and dynamic library programs in coordination with Children's Services team targeted toward ages birth through 11
- Conducts library tours, book talks, multi-media programs, and similar inside the library's historic building, online, and off-site in schools and other childcare facilities
- Assists librarian in providing reference services, providing guidance to library users regarding resources and materials
- Creates and contributes to library related public relations materials such as newsletters, brochures, and press releases
- Develops creative library exhibits and displays
- Assists librarian in cataloging, collection development, interlibrary loan, or indexing, especially with regard to children's materials
- Engages in professional development
- Helps make the Children's Room and the Richmond Memorial Library an enriching, fun and inclusive place to be!

Essential Skills:

Creativity, patience, and the ability to work with children ages birth to 11. Strong customer service skills, displaying tact and courtesy with staff and public. Good attention to detail and ability to follow procedures and policies. Working knowledge of basic computer applications, databases and systems procedures. Ability to recognize the titles of and retrieve basic reference sources for patrons. Ability to work in a team-based environment. Ability to express ideas clearly and accurately both orally and in writing. Physical condition commensurate with demands of the job.

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**Qualifications:**

This position requires a Bachelor's degree from an accredited college or university, and prior experience working with children in an educational or recreational setting. Prior library experience also valuable.

Hours, Wage & Benefits:

- 40 hrs. per week, must be available to work evenings and Saturdays on a rotating basis
- Wage: Starting at \$17.50/hour for minimally-qualified candidate; negotiable upward for better-qualified candidate, as measured by prior children's programming and/or library experience.
- Accrual of up to 15 Sick Days, 20 Vacation Days, 12 paid federal holidays, 2 Floating Holidays, Highmark Blue Cross Blue Shield Health Insurance with 90% coverage, and NY State Retirement
- Ability to accumulate 300 leave days
- At retirement, ability to convert value of up to 200 leave days to pay for health insurance in Retirement.
- Available for additional coverage: Dental Insurance
- Available for employee contribution 403b, Health Reimbursement Account and Flexible Spending Account.

Send resume, cover letter and completed [Genesee County Civil Service Application](#) by Friday 6/20/2025 to Interim Library Director Samantha Stryker at sstryker@nioga.org or to Richmond Memorial Library, 19 Ross St, Batavia NY 14020 attn: Samantha Stryker. Incomplete applications cannot be considered.

Civil Service details: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS/HELP PROGRAM). For the duration of the NY HELPS Program this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.
