

DESOTO PARISH LIBRARY—MANSFIELD LIBRARY

JOB NOTICE

CHILDREN/COMMUNITY LIBRARIAN

An immediate regular, full-time **LIBRARY ASSISTANT III** position is available at DeSoto Parish Library Mansfield Library (Mansfield, Louisiana) in Children/Community Services for 40 hours per week.

This position is responsible for the development of the children's services (*Pre-school-12th grade*) and coordinates community programs involving children's services as well as adults (*senior, special needs, etc.*).

Basic duties are **CIRCULATION SERVICES** (*checking materials in and out, registering patrons, and other circulation and public contact tasks*); **CHILDREN'S SERVICES** (*development and implementation of children's reading, craft, weekly story time programs., SRP, etc.*); **COMMUNITY SERVICES** (*nursing home programs, special needs adult programs, community awareness, etc.*) general library clerical duties; collection development, others generally as per job descriptions. Successful applicants must have demonstrated excellent public service skills, documented ability for job tasks, ability to work in and assist in sustaining a team-oriented environment and documented skills for working with community stakeholders.

QUALIFICATIONS FOR JOB: A minimum of two years' experience working directly with children and adults are a requirement for this position. In your cover letter, list applicable experience in children and adult programming and also programs developed during career. Demonstrated ability for public service and community contact, plus basic word processing skills and basic Internet navigation skills is a plus. Documented record of establishing strong, supportive, cooperative relationships and positive communications with coworkers and supervisors in a collaborative, cooperative work setting is a requirement. Ability to be flexible and adaptable in a high paced environment is an essential trait for this position. A High School diploma or GED is a must. For a complete job description go to www.desotoparishlibrary.org/about-us/job-opportunities. **Staff working with children are required by state law to pass a background check before hiring.**

SEND COVER LETTER, RESUME & REFERENCES BY EMAIL OR MAIL BEFORE 5:00 PM APRIL 28, 2023.

MANSFIELD LIBRARY

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