

POSITION AVAILABLE

PUBLIC SERVICES COORDINATOR LIBRARY ASSISTANT III, Library Department, City of York.

The staff at Kilgore Memorial Library is growing! This new position is included in the City budget that begins October 1, 2022.

Reporting to the Library Director, the Public Service Coordinator is responsible for day-to-day oversight of public services at the library. Participates in development of policies and procedures, implements change and is involved in resolutions for escalated complaints or challenges. Supervises public service staff and works collaboratively with all library staff and partners, city staff, and the community.

This position is required to fill the Tuesday through Saturday work week and be flexible with scheduling, including working occasional evening shifts. Must have excellent customer service skills, good attention to detail, and be able to contribute to a positive, team-focused work environment. This position requires an Associate of Arts degree in Library Science, or a Bachelor's degree in any field. English/Spanish bilingual skills a plus. Salary range \$18.02-\$19.87 per hour. Applicant must be 18 years of age and authorized to work in the United States.

To apply, send application via e-mail to dpfeifer@cityofyork.net or mail to Denise Pfeifer, HR Director, 100 E. 4th Street, York NE 68467. Application can be obtained at www.cityofyork.net or picked up at the City Offices.

Applications will be accepted until position is filled.
First review of applications begins September 20, 2022.

City of York is an Equal Opportunity Employer