

10/25/2019



YOLO COUNTY
LIBRARY

NOW HIRING

Bilingual Russian-English Library Assistants

Interested individuals must be **fluent in Russian** and willing to work evenings. Must enjoy working with people of diverse backgrounds and ages. This position provides Russian-language storytime programs. Training is provided. This position is expected to work up to 5 hours per week at the West Sacramento Library branch.

*These are non-benefited extra help positions that are limited to working 19 hours per week or less.
Must have graduated high school or have a G.E.D. certificate.*

Job Description

Provide Russian language storytime based on proven Early Literacy research;
Keeps accurate statistics and follows grant requirements for the storytimes;
Distributes materials to program participants as directed;
Attends meetings to keep informed about storytime practices and grant requirements;
May work at the circulation desk and provides high level customer service;
Responds to routine questions from patrons;
Responds to patron complaints and refers difficult problems to appropriate staff person;
May issue library cards;
May assist patrons in requesting books, including inter-library loan;
Explains library's circulation policies and procedures;
Performs other related duties as required.

Please submit a cover letter, resume, and three references

by email to:

shuqin.jiao@yolocounty.org

**OR hand deliver in a sealed envelope to
the Library Service Desk**

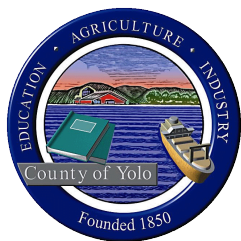
OR by mail to:

Shuqin Jiao

Arthur F. Turner Library

1212 Merkle Ave.

West Sacramento, CA 95691



www.yolocountylibrary.org