**Location:** New Castle County Libraries  
**Job Title:** Library Programming Assistant- New Castle County Community Services Worker III

**Responsibilities:** Performs supervisory or skilled work performing various assignments and duties within the Department of Community Services; does related work as required. An employee in this class usually performs at a high level of skill providing assistance to the Department of Community Services such as a Senior Recreation Leader, Hospitality Assistant, Youth Services Assistant, Computer Assistant, Page Supervisor, Library Greeter or Library Program Assistant assisting skilled personnel in the performance of their duties. Work is performed under general supervision. Library Programming Assistant:  
- Assists Library Manager to develop and plan new programs and activities;  
- Performs outreach efforts;  
- Completes program planning and evaluation guide for library programming;  
- Sets up rooms for programs;  
- Manages the requisition process and monitors library programming budget;  
- Requires work on a computer.

**Requirements:** Good knowledge of the rules and regulations of the area where the employee is assigned; ability to supervise others; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain records and prepare written reports; dependability; ability to efficiently use a personal computer and various operating software programs such as word processing, spreadsheets. MINIMUM QUALIFICATIONS: Experience in work related to the duties to be performed (experience must have been at the supervisory level if the duties of the position require supervision) and possession of a high school diploma or GED; or an equivalent combination of experience, education or training which provides the required knowledge, skills, and abilities. Preference may be given to applicants who are bilingual in Spanish and English. ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent if it is required for the duties of the position. Must pass a Class III County physical examination if required for the duties of the position. Must pass a drug screening and criminal background check.

**Salary Range:** $16.54 - $20.10 Hourly; Approximately 15 to 25 hours per week.

**Application Process:** This is a year-round position and hours, which will require nights and weekends. Applicants must be at least 16 years of age. Selected applicants must pass a background check, medical history review and drug screen prior to start date, must have a reliable means of transportation, and must be willing to take first aid training. Please provide a valid e-mail address on application. Candidates may submit online employment applications using the NEOGOV online application system available at [https://www.govemmentjobs.com/careers/nccde](https://www.govemmentjobs.com/careers/nccde).

**Closing Date:** 4-12-2024 11:59 pm Eastern