



SUMMER JOBS FOR YOUTH

NOW HIRING!

SUMMER JOBS FOR YOUTH – Ages 16-24 15 HOURS PER WEEK

Candidates must be available to work any hours between 9:00 a.m. and 8:00 p.m., including weekends. Starting salary for this position is \$15.63 per hour. The selected candidate will be offered 15 hours per week through August 17, 2019. There is a possibility for continued employment after August 17, but hours will be as-needed and are not guaranteed.

This is an entry-level position, exempt from civil service.

Job duties may include, but are not limited to:

- Searching the stacks for books or other items requested by patrons;
- Delivering materials to the public desk;
- Shelving books and other items;
- Keeping shelves and public library spaces neat and orderly;
- Assisting patrons with computer access;
- Preparing deliveries, emptying book drops, setting up rooms for programs and other duties as assigned.

Requirements:

1. Candidates must be at least 16 years of age and must provide proof of identity and legal right to work in the United States prior to appointment. Those under 18 years of age must present a current Work Permit.
2. Must reside in the City of Los Angeles
3. Ability to perform average lifting up to 15 pounds and occasionally over 25 pounds.

Selection Process:

Applications will be reviewed to identify candidates with work or volunteer experience most closely related to the position's requirements and duties. Only candidates whose qualifications most closely match those of the position will be scheduled for the performance exercise and interview. Candidates must achieve a passing score on the performance exercise in order to be interviewed.

Additionally, current and former supervisors or personal references may be contacted as part of the selection process. All selected candidates are subject to a background check, including fingerprinting and medical.

Candidates must submit a completed Los Angeles Public Library Departmental Application (LAPL Form 81) and a Scheduling Availability Questionnaire directly to the branch for which they are applying or to Teen'Scape (2nd Floor, Central Library) if applying for a position at the Central Library.

Open until sufficient number of applications are received.

Please contact the Branch Manager or Teen'Scape staff if you have any questions.

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

