

**Job Title:** *Library Associate – Branch* | Grade 14 | Full-time – 40 hrs. wk. / FLSA status – Non-Exempt  
**Location:** **Houston Branch**, 5 W. Jamestown St., So. Charleston, Ohio

Under the general supervision of the *Branch Manager*, the *Library Associate – Branch* provides quality customer service to patrons of all ages, assists with maintaining the branch collections and supervising library assistants in the absence of the Branch Manager.

**APPLICATION PACKET:** (all items are required) **Incomplete/illegible Applicant Packets may be disqualified**

1. **Completed CCPL Employment Application** – Available at library locations or two (2) formats available online at: [CCPL Employment Application](#).
2. **Cover Letter**
3. **Résumé**
4. **Three (3) professional references**

**SUBMIT:** by mail or in a sealed envelope to any CCPL location, **addressed to:**

**William Martino, Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080**

**OPEN UNTIL FILLED** – Review of **complete, accurate** submissions begins immediately upon receipt.

**MINIMUM EDUCATION & EXPERIENCE REQUIRED:**

- Minimum of one (1) year library experience
  - Employee must be in good standing with positive reviews and record of acceptable work performance
  - Bachelor's Degree preferred
- or**
- An equivalent combination of education, training, and experience at the discretion of the Director and/or the Board of Trustees

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High degree of accuracy and attention to detail required
- Strong organizational, written, and verbal communication skills
- Cash-handling experience preferred
- Able to work independently and with others
- Able to work flexible schedule which will include some evenings/weekends; department open six (6) days a week
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View [Position Description](#) for more detailed physical requirements

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES** (See [Position Description](#) for more detail)

- Provide prompt, accurate assistance to patrons in utilizing library resources and services
- Respond to patron requests in person and over the telephone
- Maintain computerized patron accounts, collect fees, count money and prepare deposits
- Assist with preparing for and conducting programs for children and adults
- Maintain familiarity with various technologies, including the Online Public Access Catalog, children's computer stations, digital devices, gaming systems, etc.
- Maintain knowledge of available materials, recommends materials to patrons
- Maintain organization of library materials; helps maintain orderliness of the branch
- Develop positive working relationship with Branch Manager to foster teamwork and cooperation at the branch
- Interact and respond professionally and appropriately to patrons and staff
- Maintain and increase knowledge and skills through training opportunities
- Act in place of Branch Manager and supervise work of others as assigned
- Consistently present Clark County Public Library in a positive manner, adhere to guidelines and procedures

**SALARY / BENEFITS:** **\$15.19 per hour.** Ohio Public Employees Retirement System membership; employer-paid term life insurance; two (2) wks. Vacation (or current accrual rate), ten (10) holidays, and sick leave according to CCPL Personnel manual guidelines. Health and life insurance offering. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).