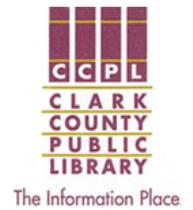


# Clark County Public Library Employment Opportunity



**Job Title:** *Library Assistant – Village* | Grade 10 | Part-time – 20-24 hrs. wk. | FLSA status | Non-Exempt

**Location:** Village Branch, 1123 Sunset Avenue, Springfield, Ohio

Under the general supervision of the *Branch Manager*, the *Library Assistant – Branch* provides quality customer service to patrons of all ages and assists with maintaining the branch collections.

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

1. **Completed CCPL *Employment Application*** – Available at library locations or two 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:**

- High School Diploma or equivalent
- Customer service experience desired; Library experience preferred

**MINIMUM QUALIFICATIONS/REQUIREMENTS:** ***Complete and accurate submission of materials required***

- Able to learn and assist patrons with usage of the library's resources
- High degree of accuracy and attention to detail required
- Cash-handling experience preferred
- Working knowledge of various digital devices, Microsoft Windows, Internet, email
- Strong organizational, written and verbal communication skills
- Able to work independently and with others
- Able to work flexible schedule, including some evenings and Saturdays. Branch operates 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 the [Position Description](#) for detailed physical requirements

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

- Provide prompt, accurate assistance for patrons in utilizing library resources and services
  - Maintain knowledge of available materials, services, and patron reading preferences
  - Maintain familiarity with various technologies, including the Online Public Access Catalog, children's computer stations, digital devices, gaming systems, etc.
  - Checkout patrons and assist with the use of digital library materials and public computer stations
  - Maintain computerized patron accounts and respond to patron requests in person and over the telephone; collect and record fines and fees; reconcile and prepare bank deposits; prepare and issue library cards; help resolve patron account issues
- Assist with library programming as assigned
- Assist with maintaining the Branch's collection and orderliness of shelves, furniture and displays: shelving, mending, shifting, and organizing library materials; maintaining
- Interact appropriately with patrons and staff and adhere to library guidelines and procedures

**SALARY AND BENEFITS:** \$12.84 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required, pursuant to O.R.C. 125.151(B)