

Clark County Public Library Employment Opportunity



Job Title: *Library Associate – Reference* | Grade 14 | Part-time – 21-24 hrs. wkly. | FLSA status – Non-Exempt

Location: Clark County Public Library – 201 S. Fountain Ave., Springfield, Ohio

Under the general supervision of the *Head of Reference*, the *Library Associate - Reference* provides reference and readers' advisory services to patrons, locates library materials including digital resources, and assists with library programming, tours and maintaining the reference collection.

APPLICATION PACKET: (*All items 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: (See [Lib. Assoc. - Ref. Position Description](#))

- Minimum of one (1) year library experience; Reference experience desired
 - Education beyond the high school level
 - Bachelor's Degree preferred
- OR**
- Equivalent of education, training, and experience at the discretion of the Director and/or the Board of Trustees

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

- Provide prompt, accurate assistance to patrons in utilizing library resources and services
 - Examples: Library equipment, technological and digital resources, and library systems (i.e., Integrated automation system, internet access management system, Dewey Decimal System), scanners, personal electronic devices and virtual materials, and databases
- Respond to patron requests in person and over the telephone
- Process reserve requests and interlibrary loans
- Assist with processing library materials and maintaining the reference collection
- Perform Reader's Advisory services and recommend materials to patrons
- Maintain knowledge of available materials
- Interact and respond professionally and appropriately to patrons and staff
- Must consistently present Clark County Public Library in a positive manner, adhering to CCPL procedures

MINIMUM QUALIFICATIONS/REQUIREMENTS: (See [Lib. Assoc. - Ref. Position Description](#))

- Working knowledge of Microsoft Windows, internet, email, related digital resources, and electronic devices
- High degree of accuracy and attention to detail required
- Effective organizational, written, and verbal communication skills
- Comprehension skill required to read, analyze, and interpret variety of materials
- Knowledge of general office skills
- Ability to work independently and with others
- Must be willing to work flexible schedule as needed
- Regular and reliable attendance record is a requirement
- Valid Ohio driver's license needed to attend meetings and presentations
- Department operates 7 days a week; must be willing to work flexible schedule to include weekends

Salary and Benefits: \$16.02 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, sick leave, and holidays according to CCPL Personnel manual guidelines. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B)

Clark County Public Library is an Equal Opportunity Employer