

Clark County Public Library Employment Opportunity



The Information Place

Job Title: *Library Assistant – Branch* | Grade 10 | Part-time – 20-24 Hrs. | FLSA - Non-Exempt

Location: *Houston Branch*, 5 West Jamestown St., South Charleston, Ohio

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

APPLICATION PACKET: *[Incomplete or 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** (include applicable experience and training)
3. **Résumé**
4. **Three (3) professional references**

SUBMIT REQUIRED ITEMS by mail or in a sealed envelope to any CCPL location, addressed to:
William Martino – Library Director, 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
- Arts and crafts skills highly desired
- Customer service experience desired; Library experience preferred

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- 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 a flexible schedule including some evenings and Saturdays. Branch operates six (6) days a week; open until 8 p.m. Monday - Thursday and 5:00 Friday- Saturday. Current schedule includes 1-2 Saturdays (4 or 8 hrs.) in a 3-week rotation
- 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 more information

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

- 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, especially arts & crafts programs
- Assist with maintaining the Branch's collection: shelving, mending, shifting, and organizing library materials; maintaining orderliness of shelves, furniture and displays
- Interact appropriately with patrons and staff and adhere to library guidelines and procedures

SALARY AND BENEFITS: \$15.26 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, paid 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)

Clark County Public Library is an Equal Opportunity Employer
