

Clark County Public Library Employment Opportunity



Job Title: *Library Assistant – Branch* | Grade 10 | Part-time – 14-18 Hrs. | FLSA - Non-Exempt

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

Under the 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/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. Mon. - Thur. and 5:00 Fri.- Sat. Current schedule includes 1-2 Saturdays 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; sick leave available 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)