

**Job Title:** *Library Assistant – Children’s* | Grade 10 | Part-time 24-28 hrs. wk. | FLSA status – Non-Exemp

**Location:** Clark County Public Library – Lenski Children’s Center, 201 S. Fountain Ave, Springfield, Ohio

Under the general supervision of the *Head of Children’s*, the *Library Assistant – Children’s* provides quality customer service, including processing reserves, preparing for department programs and maintaining the children's area.

**APPLICATION PACKET:** All items 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**

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

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**MINIMUM EDUCATION & EXPERIENCE REQUIRED:**

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

**MINIMUM QUALIFICATIONS/REQUIREMENTS:** (View the [Position Description](#) for additional details)

- Able to learn and assist patrons with usage of the library’s resources
- Working knowledge of digital devices, Microsoft Windows, Internet, email, and related products
- Knowledge of children’s and young adult literature or programming a plus
- High degree of accuracy and attention to detail required. Cash-handling experience preferred
- Strong organizational, written and verbal communication skills
- Able to work independently and with others
- Able to work flexible schedule which will include some evenings and weekends; department operates seven (7) days a week
- Able to operate motor vehicle and provide proof of auto insurance (personal vehicle), valid Ohio Driver’s License and insurability on the library’s vehicle insurance
- Criminal background check and reference checks required
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process.

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:** ((View the [Position Description](#) for a detailed list of illustrative duties)

- Provides prompt, accurate assistance for patrons in utilizing library resources and services
  - Maintains knowledge of available materials and patron reading preferences
  - Maintains familiarity with various technologies, including the Online Public Access Catalog, children’s computer stations, digital devices, gaming systems, etc.
  - Maintains computerized patron accounts and respond to patron requests in person and over the telephone; collect fees; helps resolve patron account issues; prepares and issues library cards
  - Checkout patrons and assist with the use of digital library materials and public computer stations
- Assists with library programming as assigned
- Assists with maintaining the department’s collection: shelving, mending, shifting, and organizing library materials; maintaining orderliness of shelves, furniture and displays
- Interacts appropriately with patrons and staff and adhere to library guidelines and procedures

**SALARY AND BENEFITS:** \$15.87 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,