

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

Location: Main Library – Outreach Services Dept., 201 S. Fountain Ave., Springfield, Ohio

Under direct supervision of the *Manager of Outreach Services*, the *Library Assistant – Outreach Services* serves patrons through community outreach, providing quality customer service to patrons of all ages.

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

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: (View the [Position Description](#) for additional details)

- Able to operate motor vehicle. Valid Ohio Driver’s License and insurability on the library’s vehicle insurance policy. Proof of personal vehicle insurance
- Will share driver duties. CCPL provides basic large vehicle operation instruction
- Must be flexible & dependable. Able to work a rotating schedule which may include evening or weekend hours; irregular hours may be required according to department’s needs
- Knowledge of basic computer applications, including MS Windows
- High degree of accuracy and attention to detail
- Strong organizational, written, and verbal communication skills
- Adheres to library guidelines and procedures
- 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 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; places and fills reserves, checks-in and discharges items on library software
 - Maintains familiarity with various technologies, including the Online Public Access Catalog, digital devices, etc.
 - Maintains knowledge of available materials and patron reading preferences
 - Performs duties on library vehicles and in Outreach Services, as assigned
- Adheres to the published Outreach Services route schedule
- 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 and responds appropriately with patrons, staff, community groups, local organizations, and schools

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 guidelines; Voluntary life insurance offering and Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required.