

Job Title: *Library Assistant - Circulation* | Grade 10 | Part-time - 20-25 hrs. | FLSA status - Non-Exempt
Location: Main Library - Circulation Dept., 201 S. Fountain Ave., Springfield, Ohio

Under the general supervision of the *Circulation Manager*, the *Library Assistant - Circulation* serves patrons at the Circulation desk and Patron Services desks, library events as needed, and at curbside services. Provides quality customer service to patrons of all ages.

To Apply - Please submit the following:

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: [All items required. Incomplete/illegible Applicant Packets may be disqualified] Mail or submit in sealed envelope to any CCPL location to: **Matthew Naylor - Interim 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
- Acceptable results on a criminal background check

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

- Knowledge of basic computer applications, including MS Windows, Office, and Outlook
- Must be dependable. Able to work a rotating schedule which will include at least one evening shift and alternating weekends. Flexible and able to work fill-in when necessary. Department operates seven (7) days a week
- Maintains work schedule and adheres to CCPL attendance policies. Overtime may be required occasionally
- High degree of accuracy and attention to detail
- Customer service and basic cash-handling experience desired
- Strong organizational, written, and verbal communication skills; follow written and verbal direction
- 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
 - Accesses and maintains computerized patron accounts, places and fills reserves, checks-in and discharges items using library software, processes materials in the book drop and deliveries from branches
 - Responds to patron requests in person and over the telephone; collects fees; helps resolve patron account issues; prepares and issues library cards
 - Assists patrons in locating library materials and in using library equipment
 - Maintains workroom and desk supplies
 - Assists with maintaining department files and with processing new materials
- Organizes and shelves library materials according to proper shelving practices
- Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training
- Assists with maintaining department's collections and orderliness of shelves, furniture, and displays
- Interacts appropriately with patrons and staff and adheres to library guidelines and procedures

SALARY AND BENEFITS: \$16.51 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.

Clark County Public Library is an Equal Opportunity Employer
