



EMPLOYMENT OPPORTUNITY
Bexley Public Library

Job Posting: Library Assistant

Date of Posting: 1/19/2012

Rate of Pay: \$14.98/hr

Applications Accepted Until: 1/30/2012

Designated Position Hours: 22 hrs/week

Schedule

Bexley Public Library is open seven days a week. The Library Assistant position will be scheduled to work every other weekend and at least one night per week, schedule to be determined.

Description of Position

Bexley Public Library seeks a positive, customer service oriented individual for the position of part time Library Assistant. The Library Assistant works directly with patrons to respond to reference questions, recommend materials based on patrons' interests, and to train patrons on the use of library technologies and library resources. The successful candidate will have excellent customer service skills, a high level of comfort with consumer software and hardware, excellent online searching skills, a willingness to work in multiple library departments with children and adults as needed, and the ability to handle confidential information with discretion.

Qualifications

The applicant must possess a bachelor's degree and a minimum of one (1) year of customer service experience. Experience in a public library is preferred. The applicant must also be able to stand for long periods, bend, lift, and push heavy book trucks with library materials.

TO APPLY: E-mail a copy of your resume, cover letter, and contact information for three professional references to:

bexleydirector@bexleylibrary.org
