***Ashland Public Library Job Postings***

**Full-Time Library Clerk/Circulation Department**

***Duties:*** Includes charging and discharging of library materials, member registration service, member services (i.e. reserves, renewals, equipment assistance, etc.), telephone duties, collection of fines/fees, processing of notices/reports and interlibrary loan materials, cleaning of library materials, scheduling use of library meeting rooms, and other clerical or related duties as assigned.

***Requirements:*** Team player with a high school diploma, high energy level, excellent people skills, good communication, and interpersonal skills, adept computer/keyboarding skills, general knowledge of library and materials, ability to work with all library member age groups, flexibility in scheduling, ability to adapt to a changing environment, proficient reading/listening/organizing skills, manual dexterity, and the ability to stand for extended periods of time.

***Benefits:*** Retirement benefits through OPERS; Birthday benefit 8 hours per year; fully paid health insurance; paid vacations and holidays; and sick-time benefits.

***Schedule/Salary:*** Forty (40) hours per week at $8.85 per hour. Schedule *requires* day, evening, and Saturday hours.

***To apply for a position:***

Send resume, cover letter, and names/telephone numbers of three (3) references ***plus*** fill out job application (available at the Circulation Desk) *by* July 8, 2013 to:

Susan Brown, Circulation Supervisor

224 Claremont Avenue

Ashland, Ohio 44805

sbrown@ashland.lib.oh.us