



EMPLOYMENT OPPORTUNITY
Bexley Public Library

Job Posting: Weekend Library Assistant

Date of Posting: 7/16/2013

Rate of Pay: \$14.98/hr

Applications Accepted Until: Filled

Designated Position Hours: 10 (12 hours one week, 8 the next on a two week rotation)

Schedule: Alternating Fridays and Saturday/Sundays

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Hours
1	OFF	OFF	OFF	OFF	OFF	9-6	1-5	12
2	OFF	OFF	OFF	OFF	9-6	OFF	Off	8

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. A minimum of one (1) year of customer service experience and/or public library experience 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: You must complete the application form, which can be found at <http://www.bexleylibrary.org/employment>. You must also e-mail a copy of your resume, cover letter, and contact information for three professional references to: bexleydirector@bexleylibrary.org.
