



BEXLEY PUBLIC LIBRARY  
2411 E. MAIN ST.  
BEXLEY, OH 43209  
614-231-9709

## EMPLOYMENT OPPORTUNITY

**Position Title:** Library Associate

**Date of Posting:** 1/13/14

**FLSA:** Part-time, Non-Exempt

**Average Designated Position Hours:** 14

**APPLICATIONS RECEIVED BEFORE JANUARY 19, 2014 WILL RECEIVE PREFERENCE**

### **Schedule:**

- Tuesday/Thursday 5pm-9pm
- Every other weekend: Saturday 9-6, Sunday 1-5

### **Summary of Position:**

Bexley Public Library seeks a positive, engaged, customer service-oriented individual for the position of Library Associate. Under general direction, the Library Associate aids patrons in locating library materials using resources in various formats, providing technology training and assistance, and performs related duties. The successful candidate will possess: excellent customer service skills, the ability to work both independently as an effective team member, a high degree of comfort with technology, and the ability and desire to learn and apply new skills.

### **Summary of Requirements:**

- Bachelor's degree and
- At least one (1) year of customer service, teaching or instruction experience; Or an equivalent combination of knowledge, skills, and experience

**A complete list of requirements and the full position description are available on the library's website: [www.bexleylibrary.org/employment](http://www.bexleylibrary.org/employment)**

### **To apply, you must complete the following:**

1. Complete and submit a Bexley Public Library job application form, located on the library's website: [www.bexleylibrary.org/employment](http://www.bexleylibrary.org/employment).
2. E-mail a copy of your resume, cover letter, and contact information for three professional references to: [rrubin@bexleylibrary.org](mailto:rrubin@bexleylibrary.org).