

Job Opening

Position: Library Assistant. 20 to 29 hours per week, including evenings and weekends

Library: Swanton Public Library

Location: Swanton, Ohio

Description: Duties include operating the circulation desk, assisting patrons, shelving, collecting the book drop, and processing collection materials. Computer skills a must. Qualifications include effective and efficient customer service skills, quality verbal skills, ability to perform basic clerical skills, and presenting a neat appearance. High school diploma or GED equivalent and background check required. EOE.

Usual Physical Demands while performing duties of the job:

- Regularly operates computers and scanners that may have repetitive actions;
- Moving and lifting heavy books and materials approximately 40-50 pounds;
- Pushing book carts filled with materials, approximately 80 pounds; and
- Using stairs and elevator to access all floors of the library

Position duties include:

- Daily collection of returned items in the book drop;
- Opening and closing the Library
- Checking Library material in and out
- Taking and locating reserves
- Taking and completing interlibrary loans
- Assisting patrons with reference searches and reader's advisory
- Making photocopies, scans, and faxes for patrons
- Maintaining a neat environment at the circulation desk as well as at counters and tables on the main floor
- Issuing Library cards
- Collecting fines and fees
- Answering the telephone

Other Duties Include:

- Straightening and reading shelves
- Monitoring patron behavior as needed
- Telephoning reserve notifications
- Preparing interlibrary loan materials for mailing when checked in
- Assisting the Technical Services Specialist with cataloging
- Performing all other duties assigned by the Director as necessary
- The duties and responsibilities of this job are subject to change without notice

Qualifications

- Ability to meet and deal effectively with the public
- Good verbal skills
- Attention to detail
- Ability to perform basic clerical skills in typing and recordkeeping
- Present a neat appearance

Email Cover Letter, Resume and Completed Application To:

Janelle Thomas: j.thomas@swantonpubliclibrary.org

Website: www.swantonpubliclibrary.org

Deadline for Applications: July 10, 2015