



**Bexley  
Public Library**

**Bexley Public Library**  
2411 E. Main St.  
Bexley, OH 43209  
614-231-9709

## **EMPLOYMENT OPPORTUNITY**

**Position Title:** Library Associate

**Date of Posting:** 11/30/15

**Applications Due:** Open until filled;

- Preference to applications received by 5:00, Monday, Dec 7

**Designated Position Hours:** 14

**Rate of Pay:** \$15.65/hour

**Schedule:**

- Tuesday & Thursday 5-9
- Alternating Fridays; alternating (opposite Fridays) Saturdays 12-4 and Sundays 1-5

**About the Library:**

The mission of Bexley Public Library is to enlighten, engage, and inspire a community of lifelong learners. BPL is committed to providing exceptional library service in a dynamic and collaborative work environment.

**Description:**

The Library Associate works with the Public Services team to provide outstanding customer service. Responsibilities include: proactively and resourcefully assisting patrons and colleagues; locating library materials using sources in various formats; making recommendations for books, movies, and music; providing technology training and assistance; and working on special projects including library programs. The successful candidate must enjoy working with people and will possess: excellent customer service skills, the ability to work both independently and as an effective team member, a high degree of comfort with technology, and the ability and desire to learn and apply new skills.

**Required Qualifications:**

- Bachelor's degree

**Preferred Qualifications:**

- At least one (1) year of customer service experience, preferably in a library setting

**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 an Application for Employment, which can be found online at [www.bexleylibrary.org/employment](http://www.bexleylibrary.org/employment). E-mail the completed application along with a copy of your cover letter, resume, and contact information for three professional or academic references to: [employment@bexleylibrary.org](mailto:employment@bexleylibrary.org). Bexley Public Library is an equal opportunity employer.