



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: 9/29/16

Applications Due: Open until filled;

- Preference to applications received by 5:00, Friday, October 7

Designated Position Hours: 20

Rate of Pay: \$15.65/hour

Schedule:

Tuesday, Wednesday & Thursday 5-9pm

Every-other Friday 9-6 pm; alternates with every-other Saturday 9-6 & Sunday 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

TO APPLY: You must complete an Application for Employment, which can be found online at 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. Bexley Public Library is an equal opportunity employer.