



Bexley  
Public Library

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

## EMPLOYMENT OPPORTUNITY

**Position Title:** Circulation Assistant  
**Date of Posting:** 3/07/17  
**Applications Accepted Until:** 3/19/17  
**Designated Position Hours:** 22hrs/week  
**Rate of Pay:** \$13.23/hr

**Schedule is on a two-week rotation:**

- 1) **Week 1:** Monday 9-1, Tuesday 9-1, Thursday 9-1, Friday 9-6
- 2) **Week 2:** Monday 9-1, Tuesday 9-1, Thursday 9-1, Saturday 9-6, Sunday 1-5

Bexley Public Library seeks a friendly, self-directed, and detail-oriented individual for the position of part-time Circulation Assistant. **The ideal candidate will be curious, adaptable, dependable, positive, and have a strong commitment to public service.** The Circulation Department is a fast-paced customer service environment that requires the ability to work well both independently and as a member of a team. The Circulation Assistant position involves working directly with patrons to assist them with their library accounts and using the self-checkout stations, processing and shelving library materials, using a cash register, and other similar duties.

Customer service and/or library experience strongly preferred. Applicants must have: a high school diploma or GED; excellent customer service skills and the ability to: maintain confidentiality, handle fine payments and operate a cash register accurately; sort and file materials accurately. This position includes standing for long periods; bending, lifting, and pushing heavy book carts with library materials.

**TO APPLY:** You must complete an Application for Employment, which can be found online at [www.bexleylibrary.org/employment](http://www.bexleylibrary.org/employment). Email 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).