

 **Bexley Public Library**

2411 E. Main St.

Bexley, OH 43209

614-231-9709

**EMPLOYMENT OPPORTUNITY**

 **Position Title:** Library Associate- ***3 OPEN POSITIONS***

 **Date of Posting:** 5/26/17

**Applications Due:** Open until filled; *Preference to applications received by 5:00pm, June 9th*

**Designated Hours:** 18 hours/week (average hours based on 3-week schedule rotation)

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

**Schedule Openings:**

Monday & Thursday 5-9pm

Alternates with Friday 9-6pm or Saturday 9-6pm & Sunday 1-5pm

 ***OR***

Tuesday & Thursday 5-9pm

Alternates with Friday 9-6pm or Saturday 9-6pm & Sunday 1-5pm

***OR***

Monday & Wednesday 5-9pm

Alternates with Friday 9-6pm or Saturday 9-6pm & Sunday 1-5pm

**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 ideal candidate will be curious, adaptable, dependable, positive, and have a strong commitment to public service. Additionally, he/she will be able to work both independently and be an effective team member, have 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**](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****. Bexley Public Library is an Equal Opportunity Employer.**