**EMPLOYMENT OPPORTUNITY**

**Position Title:**  Circulation Assistant

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

**Applications Accepted Until:** 6/09/17

**Designated Position Hours:** 18hrs/week

**Rate of Pay:** $13.23/hr

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

1. **Week 1:** Wednesday 5-9pm, Thursday 5-9pm, Friday 9-6pm
2. **Week 2:** Wednesday 5-9pm, Thursday 5-9pm, Saturday 9-6pm, Sunday 1-5pm

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. 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)**. Bexley Public Library is an Equal Opportunity Employer.**