



# Bexley Public Library

## EMPLOYMENT OPPORTUNITY

**Position Title:** Circulation Assistant  
**Date of Posting:** 05/01/18  
**Applications Due:** 05/27/18  
**Designated Hours:** 18hrs/week  
**Rate of Pay:** \$13.23/hour

**Schedule:** *On a two-week rotation*

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

### **About the Library:**

Bexley Public Library is an award-winning library that prides itself on being the heart of our community. We have an enthusiastic team of employees who are passionate about our mission to enlighten, engage, and inspire a community of lifelong learners. Together we accomplish our mission by providing exceptional library service in a dynamic, fun and collaborative work environment.

### **Description:**

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.

**Required Qualifications:** High School Diploma or GED

### **Preferred Qualifications:**

Customer service and/or library experience strongly preferred. 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). Bexley Public Library is an Equal Opportunity Employer.