



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, Wednesday 5-9pm, Friday 9-6pm
- 2) **Week 2:** Monday 5-9pm, Wednesday 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. 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. Bexley Public Library is an Equal Opportunity Employer.