



## 2 POSITIONS AVAILABLE

Licking County Library

### Library Substitute (Part-Time)

All Licking County Library Locations

Under the general supervision of the Public Services Manager, the person in this position works at all Licking County Library locations; Main, Emerson R. Miller (West Newark), Bookmobile, Buckeye Lake, Hebron, Mary E. Babcock (Johnstown) and Hervey Memorial (Utica). He or she will fill in at any of these locations fulfilling the duties of all library employees.

This is a part-time position. The successful candidate will work a varying schedule including evenings and weekends, Monday through Saturday depending on the need of the organization at any given time. The library is open on Sundays, September-April from 1:00 p.m. - 5:00 p.m. and substitutes will be required to work a minimum of two Sundays per month.

A job offer will be conditional upon successful completion of a background check and meeting any other preconditions of employment.

#### Minimum Qualifications and Principal Duties

- High school diploma or equivalent required.
- Valid driver's license and ability to provide own transportation.
- Must successfully pass a background check.

See complete job description, which is attached.

#### Pay Rate

The pay for this position starts at \$11.14/hour. This position is not eligible for the library's fringe benefit package.

#### Application Procedure

Apply online at [www.lickingcountylibrary.info](http://www.lickingcountylibrary.info) and click on "Careers" in the lower right hand and click on "Current Job Openings." Applications received by 5:00 p.m., **Monday, May 21, 2018** will be given first consideration. Position will remain open until filled.

#### Applicants should submit with application:

- Cover Letter
- Resume

The appointment of the successful applicant will be made pursuant to Section 1.210 of the *Staff Handbook*.

***The Licking County Library is an equal opportunity employer.***



Main Library  
101 W. Main St  
Newark, OH 43055  
740.349.5553



Mobile Services  
101 W. Main St  
Newark, OH 43055  
740.349.5560



Buckeye Lake  
4455 Walnut Rd  
King Plaza Buckeye  
Lake, OH 43008  
740.928.0472



Emerson R. Miller  
990 W. Main St  
Newark, OH 43055  
740.344.2155



Hervey Memorial  
P.O. Box 512  
15 North Main St  
Utica, OH 43080  
740.892.2400



Hebron Library  
934 W. Main St  
Hebron, OH 43025  
740.928.3923



Mary E. Babcock  
320 N. Main St  
Johnstown, OH  
43031 740.967.2982



24/7 Library  
8660 E. Broad St  
Reynoldsburg, OH  
740.349.5553