



Bexley  
Public Library

**Bexley Public Library**  
2411 E. Main St.  
Bexley, OH 43209  
614-231-9709

## EMPLOYMENT OPPORTUNITY

**Position Title:** Adult Services Library Associate  
**Date of Posting:** 5/30/18  
**Applications Due:** Open until filled.  
**Designated Hours:** 22 hours/week (average hours based on 3-week schedule rotation)  
**Rate of Pay:** \$15.65/hour

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

- 1) Week 1: Tuesday, Wednesday, Thursday evenings, 5-9pm, Friday 9-6pm
- 2) Week 2: Tuesday, Wednesday, Thursday evenings, 5-9pm, Friday 9-6pm
- 3) Week 3: Tuesday, Wednesday, Thursday evenings, 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 Library Associate. **The ideal candidate will be curious, adaptable, dependable, positive, and have a strong commitment to public service.**

The Library Associate works with the Information Services team to provide outstanding patron 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. 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](mailto:employment@bexleylibrary.org). Bexley Public Library is an Equal Opportunity Employer.