

NEWS



217 Broadway East Granville, OH 43023 740-587-0196 GranvilleLibrary.org

GRANVILLE
PUBLIC
LIBRARY

JOB OPENING – PUBLIC SERVICE ASSISTANT

The Granville Public Library is seeking service-oriented and enthusiastic part-time Circulation/Technical Services Assistant. This position primarily provides customer service to library patrons by checking in and checking out materials, registering new patrons, assisting with the maintenance of patron accounts, answering basic reference and directional questions, and forwarding other requests to the appropriate departments. Other job duties may be mending items in need of repair and processing new library materials, shelving library materials and maintaining the collection.

This position requires a flexible schedule that includes evening and Saturday hours. Flexibility in meeting the library's scheduling needs is necessary. The rate of pay is \$10 per hour with paid holidays, sick leave and vacation time. Participation in Ohio Public Employees Retirement System (OPERS) is required.

The ideal candidate must have a high school diploma or GED. Experience in a library environment and/or experience in a position providing a high level of customer service is desired.

Interested individuals should complete an application by July 18, 2018 for best consideration. Job is open until filled.

Apply via our web site: www.granvillelibrary.org/employment

Apply by email: acarroll@granvillelibrary.org

Apply by mail: Granville Public Library
Attn: Anita Carroll, Director
217 E. Broadway
Granville, OH 43023

A complete job description and application for employment can be found at www.granvillelibrary.org/employment.