**Clark County Public Library Employment Opportunity**

**Job Title:** ***Library Assistant – Village*** | Grade 10 | Part-time – 22-24 hrs.wk. *|* FLSA status | Non-Exempt

**Location:** Village Branch, 1123 Sunset Avenue, Springfield, Ohio

Under the general supervision of the *Branch Manager,* the ***Library Assistant – Branch*** provides quality customer service to patrons of all ages and assists with maintaining the branch collections.

***APPLICATION PACKET:*** (all items are required) **Incomplete/illegible Applicant Packets may be disqualified**

**1*.* Completed CCPL *Employment Application* –** Available at library locations or two formats available online at: [***CCPL Employment Application***](https://ccplohio.org/employment). **2*.* Cover Letter 3*.* Résumé 4*.* Three (3) professional references**

***SUBMIT*: by mail or in a sealed envelope to any CCPL location, addressed to**:

**William Martino, Director’s Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080**

***OPEN UNTIL FILLED* – Review of complete, accurate submissions begins immediately upon receipt**.

**Minimum EDUCATION & EXPERIENCE REQUIRED:**

* High School Diploma or equivalent
* Customer service and/or Library experience preferred

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

* Able to learn and assist patrons with usage of the library’s resources
* High degree of accuracy and attention to detail required
* Cash-handling experience preferred
* Working knowledge of various digital devices, Microsoft Windows, Internet, email
* Strong organizational, written and verbal communication skills
* Able to work independently and with others
* Able to work flexible schedule, including some evenings and Saturdays. Branch operates six (6) days a week.
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View the [***Position Description***](http://ccplohio.org/wp-content/uploads/2018/08/PD-Lib.-Asst.-Branch.pdf)for detailed physical requirements

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: *(See*** ***[Position Description](http://ccplohio.org/wp-content/uploads/2018/08/PD-Lib.-Asst.-Branch.pdf)*** ***for more detail)***

* Provide prompt, accurate assistance for patrons in utilizing library resources and services
  + Maintain knowledge of available materials, services, and patron reading preferences
  + Maintain familiarity with various technologies, including the Online Public Access Catalog, children’s computer stations, digital devices, gaming systems, etc.
  + Checkout patrons and assist with the use of digital library materials and public computer stations
  + Maintain computerized patron accounts and respond to patron requests in person and over the telephone;; collect and record fines and fees; reconcile and prepare bank deposits; prepare and issue library cards; help resolve patron account issues
* Assist with library programming as assigned
* Assist with maintaining the Branch’s collection: shelving, mending, shifting, and organizing library materials; maintaining orderliness of shelves, furniture and displays
* Interact appropriately with patrons and staff and adhere to library guidelines and procedures

**SALARY AND BENEFITS:** $12.84 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required, pursuant to O.R.C. 125.151(B)

***Clark County Public Library is an Equal Opportunity Employer*** ***and provider of services***