**Clark County Public Library Employment Opportunity - Internal**

**Job Title:** ***Library Assistant – Circulation & OS*****|** Grade 10 **|** Part-time – 20 hrs. **|** FLSA status – Non-Exempt

**Location:** Main Library – Circulation & Outreach Services Dept., 201 S. Fountain Ave., Springfield, Ohio

Under direct supervision of the *Head of Circulation and Outreach Services,* the *Library Assistant – Circulation & OS* serves patrons at the circulation desk and at stops visited on the library vehicle(s) used for outreach services to the community, providing quality customer service to patrons of all ages.

***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 Optional**

***SUBMIT*: to Bill**

**Review of complete, accurate submissions begins immediately upon receipt**.

**Minimum EDUCATION & EXPERIENCE REQUIRED:**

* High School Diploma or equivalent
* Customer service experience desired; Library experience preferred

**MINIMUM QUALIFICATIONS/REQUIREMENTS: *Complete and accurate submission of materials required***

* Valid Ohio Driver’s License and insurability on the library’s vehicle insurance policy (CCPL provides basic

large vehicle operation instruction for unforeseen situation)

* Proof of automobile insurance (personal vehicle)
* Knowledge of basic computer applications, including MS Windows
* Dependable and able to work a flexible schedule as needed
* Effective organizational, written and verbal communication skills
* High degree of accuracy and attention to detail
* Customer service and basic cash-handling experience desired
* Please view the Position Description for detailed physical requirements
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: *(Click to see*** [***Position Description***](http://ccplohio.org/wp-content/uploads/2019/03/PDLibAssistantOSCirculation-.pdf) ***for more detail)***

* Provides prompt, accurate assistance for patrons in utilizing library resources and services
  + Accesses patron accounts, places and fills reserves, checks-in and discharges items on library software
  + Performs duties at Circulation at Main Library and in Outreach Services, as assigned
  + Responds to patron requests and questions and helps resolve patron account issues
  + Collects fines and fees; counts money and prepares deposits
* Enters patron and library material information into computer system; issues library cards
* Adheres to the published Outreach Services route schedule
* Assists with maintaining department’s collections and orderliness of shelves, furniture, and displays
* Interacts appropriately with patrons and staff and adheres to library guidelines and procedures

**SALARY AND BENEFITS:** $12.84 per hour (eff. 12-15-2020). 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***