

# HELP WANTED

**PERRY-COOK MEMORIAL PUBLIC LIBRARY -- Mount Gilead, Ohio**

**Library Assistant**

**Part-time- 15-20 hrs./wk**

**BEGINNING Pay: \$9.50 hour**

**15 hours paid leave / 5 paid holidays**

**Position Closes on: open until filled**

## **GENERAL SUMMARY**

Under moderate supervision, performs a variety of customer service and clerical functions related to the circulation of library materials including, but not limited to: checking materials in and out, answering patron's questions, processing library card applications, answering phones, maintaining the patron database and collecting fines. Shelving and shelf-reading also required, as well as general office duties as necessary. Experience with planning and presenting programs for children is preferred. The successful candidate will work a varying schedule including evenings and weekends, Monday through Saturday.

## **Minimum Education & Experience Required**

1. High school diploma or GED. Preference given to Associate's degree and higher
2. At least one year of clerical and customer service experience preferred.
3. Must be able to lift a minimum of 30 lbs.

## **Other testing / Licenses required**

1. A criminal background check may be required.
2. A valid driver's license and reliable transportation is required.

Applications are available at the front desk or at [www.perrycooklibrary.org](http://www.perrycooklibrary.org)

To apply vial email please send cover letter, application and resume to:

Patricia Dollisch, Director  
[patriciad@perrycooklibrary.org](mailto:patriciad@perrycooklibrary.org)

Cover letter, application and resume may be mailed, or dropped off during posted operating hours:

Perry-Cook Memorial Public Library  
7406 County Rd 424  
Mount Gilead, OH 43338  
Attention: Patricia Dollisch