

 **JOB OPENING – PUBLIC SERVICES ASSISTANT (2 POSITIONS)**

The Granville Public Library is seeking two service-oriented and enthusiastic part-time Public Service Assistants. These positions primarily provide 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, processing new library materials, shelving library materials, and maintaining the collection.

This position requires a flexible schedule that includes evening and weekend hours. Flexibility in meeting the library's scheduling needs is necessary. The rate of pay is $15.00 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.

The schedules for these positions are as follows:

Mondays: 9-2:30 Mondays: 2:30-8

Tuesdays: 2:30-8 **OR** Tuesdays: 9-2:30

Wednesdays: 2:30-8 Wednesdays: 2:30-8

 Every other Friday (9-6), and a three-week rotating schedule of Saturday (9-6) and Sunday

 (12-5).

Positions are open until filled.

Apply via our web site: [www.granvillelibrary.org/employment](http://www.granvillelibrary.org/employment)

Apply by email: ewilson@granvillelibrary.org

Apply by mail: Granville Public Library

 Attn: Elizabeth Wilson, Public Services Librarian

 217 E. Broadway, Granville, OH 43023

 *A complete job description and application for employment can be found at*

[*www.granvillelibrary.org/employment*](http://www.granvillelibrary.org/employment)*.*