



Full-time Enrichment Services Assistant Job Posting

Chillicothe & Ross County Public Library has an immediate opening for a full-time, non-exempt, benefit eligible Enrichment Services Assistant with a starting wage of \$14.75 per hour. This position will report to the Main Library but will have a main focus on supporting the county branches.

The Enrichment Services Assistant is responsible for ensuring the timely completion of daily tasks by enrichment services staff, including; assisting patrons with reference questions and account issues, check-in and re-shelving of returned materials; retrieving, processing and shipping requested materials; creating and completing reports for collection maintenance; ensuring that collection and location are orderly and attractive.

Qualifications:

- High school diploma or G.E.D.
- Two years of library or similar public service experience.
- Ability to communicate effectively.
- Familiarity with MS Office products.
- Keyboarding/Windows proficiency.
- Ability to operate library technology systems, including personal computer, soft-ware programs and other job-related equipment.
- Must have dependable transportation with ability to frequently travel to county branches.

Benefits Include:

OPERS Retirement Plan
Medical Insurance
Dental & Vision Coverage
Life Insurance with options for family coverage
Paid Vacation, Sick & Wellness Leave
Eleven (11) Paid Holidays

To apply:

For fullest consideration, email a meaningful cover letter, resume, and three references related to your work history to jobs@crcpl.org no later than Sunday, May 15, 2022.

For a complete job description, visit <http://www.crcpl.org/about/jobs>.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve.

Chillicothe & Ross County Public Library is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.