Position Title: Senior Assistant
Hours: Full Time
Pay Grade: 14 ($14.05-$19.66)

Marion Public
LIBRARY
445 E. Church St.
Marion, Ohio 43302
740-387-0992

Qualifications: High School diploma
Work days/evenings/weekends
Well rounded knowledge of authors and reading preferences
Courtesy and tact both in person and on the phone

Position Description: Provides customer service to patrons both in person and over the phone. Check materials in and out.

Essential Duties and Responsibilities:

1. Sort, reshelve, and store books, magazines, and other materials
2. Register patrons for library cards
3. Perform interlibrary loan duties and pull holds requests
4. Assist patrons with use of library equipment
5. Assist patrons with account questions
6. Help maintain order of library materials in designated areas
7. Answer incoming phone calls
8. Refer patrons to appropriate personnel for further assistance as needed
9. Maintain good relations with the staff, good attendance, and punctuality
10. Provide good customer service
11. Other duties as assigned

Required Abilities:

1. Manipulate library materials up to 50 pounds
2. Maneuver loaded book carts over carpeted floors
3. Follow oral and written instructions
4. Stand on feet for long periods of time
5. Read and understand titles and call numbers
6. Reach up and down to gather or shelve materials
7. Attention to detail even with constant interruptions
8. Perform clerical tasks
9. Knowledge in handling money and making change

NOTE: *This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

Please visit www.marionlibrary.org/employment for details on submitting your application.

Employee Acknowledgement:

I have read and understand this position description.

_____   _____
Employee   Date

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