



Position Available at the Akron-Summit County Public Library

JOB TITLE: PUBLIC SERVICE ASSISTANT II

DATE: JUNE 2, 2023

LOCATION: ELLET BRANCH

HOURS: Full-Time (37.5 hours), including evening and weekend hours

SALARY: Grade 7, \$14.64/hour (Non-Exempt)

ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:

The ASCPL is hiring a Public Service Assistant II to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life.

The PSA II works at least 75% of the workday at the public service desk and assists customers in the routine selection and location of library materials and in utilizing library technology; answers routine reference questions; registers borrowers; performs routine circulation duties; maintains circulation records; collects fines and charges for payment of lost materials; monitors floating collections; performs collection maintenance and merchandising tasks; performs opening and closing routines; performs a variety of clerical tasks; answers telephones; and performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Required: High school diploma or equivalent with some college coursework or Associate's degree. An interest in and aptitude for library work; willingness to learn professional library techniques; good customer-relation skills, including a pleasing personality and ability to work well with others; record-keeping ability; ability to perform simple typing/PC tasks with reasonable speed and accuracy; ability to handle delivery bags and crates and push book carts loaded with materials, with or without reasonable accommodation; customer service experience; ability to work irregular hours, including evening and weekends; and ability to travel to Main or other branches as needed.

Preferred: Possession of a bachelor's degree. Previous library work experience.

DEADLINE FOR APPLICATION: Open until filled

For consideration, applicants for this position must either submit a resume and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Email resumes to library-HR@akronlibrary.org or mail them to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the ASCPL system, visit our website at www.akronlibrary.org.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER



60 South High Street | Akron, Ohio 44326 | akronlibrary.org

Our Core Values: Excellence | Service | Learning | Diversity & Inclusion