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## LEBANON PUBLIC LIBRARY – Job Descriptions

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Job Title: Information Assistant

FLSA Status: Non-Exempt

Reports to: Main Floor Supervisor; Collections & Acquisitions Supervisor for ordering, receiving, and cataloging training & queries

Requirements for All Employees:

- Ability to work effectively with staff, patrons, supervisors, and others.
- Ability to use various technology to complete work.
- Ability to follow library policies and procedures.
- Ability to work accurately in a changing and varied environment.

Position Summary:

Under the guidance of the Main Floor Supervisor, this employee is responsible for staffing the Main Floor Desk, with a focus on patrons' informational needs. Under the guidance of the Collections & Acquisitions Supervisor, this employee receives and catalogs library materials.

Requirements for This Position:

- Solid knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Consistently provides excellent internal and external customer service.
- Knowledge of library databases, print resources, and reference materials to assist patrons' informational needs.
- Working knowledge of library computer systems and ability to perform basic troubleshooting.

Education/Experience:

- Bachelor's degree from a four-year college or university or Associate's degree from a two-year college or university is preferred.
- At least one year of customer service experience is preferred.

Duties of This Position:

- Staff the Main Floor desk as part of the Information team.
- Greets and assists all patrons with a helpful, friendly demeanor.
- Using library print and online materials, databases, and reference items to consistently and accurately assist patrons' informational questions.
- Correctly create and maintain bibliographic and item records when adding materials to the library.
- Assists other staff members with displays, programs, and library events.
- Other duties as assigned.

Physical Requirements:

- Frequently communicates with patrons, staff, and vendors to provide assistance and answer questions. Must be able to effectively exchange information in these situations.
- Ability to operate a computer and other equipment such as a printer/copier.
- Positions oneself to retrieve materials from shelves and carts.
- Ascends/descends a step stool to access supplies or put away materials.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.
- Frequently moves about the Library to collect materials, access supplies, and assist patrons and other staff members.

Full-time Employee Benefits:

- Paid health, dental, vision, and life insurance for full-time employees;
- Library-paid OPERS contribution;
- Sick leave accrual at a rate of 4.62 hours for each completed pay period, with no cap
- Vacation accrual after 1-year employment;
- Holiday accrual for federal holidays in which the Library remains open (Martin Luther King Jr. Day; President's Day; Juneteenth; Veteran's Day; New Year's Eve);
- Special pay at a rate of time and a half for overtime (Sundays, October-April).

## **Lebanon Public Library Employment Opportunity**

### **Position: Information Assistant; FTE – 40 hours/week**

\$22/hour with Master's Degree; \$18/hour with Bachelor's Degree; starting compensation depends on qualifications and experience

Work schedule:

Mondays: 9-5

Tuesdays: 12-8

Wednesdays: 12-8

Thursdays: 9-5

Every other Friday or Saturday: 8:30-5

Ideal start date: February 3, 2025

The Lebanon Public Library is seeking a customer service-focused, team-oriented individual who will excel at providing public library services to patrons of all ages. This position works a flexible schedule, which may include evenings and Sundays (April-October). The ideal applicant will embody the Library's Mission, Vision, and Values, which can be found [here](#) on our website.

### **Unique aspects of working for Lebanon Public Library:**

We are located in historic downtown Lebanon, Ohio. The juvenile collection is housed in the original Carnegie portion of the building, which opened in 1908. Story time facilities and a technology center were added in 2015; the project was included in the Architecture Issue of *Library Journal*. We welcome staff members' innovative ideas and projects and value a kind and inclusive workplace, while promoting a healthy work-life balance. We have established long-standing connections with Lebanon City Schools and many other community partners that provide us with plenty of opportunities to collaborate. Excellence in customer service is a top priority.

### **Application:**

For consideration, applicants should email a resume, letter of interest, and at least one professional reference to Stacy Books, Director at [stacybooks@lebanonlibrary.org](mailto:stacybooks@lebanonlibrary.org). Applications will be reviewed as received. The position is open until filled.

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