



Job Advertisement

Defiance Public Library System

Branch Assistant at Johnson Memorial Branch Library

- 20 hours / week
- Starting range \$12.58 - \$13.09

Main Library:

Defiance Public Library
320 Fort St.
Defiance, OH 43512
ph. 419-782-1456
fax. 419-782-6235

Branches:

Johnson Memorial Branch
116 W High St.
Hicksville, OH 43526
ph. 419-542-6200
fax. 419-542-1015

Sherwood Branch Library
117 N Harrison
Sherwood, OH 43556
ph. 419-899-4343
fax. 419-899-3479

www.defiancelibrary.org

Be part of Defiance Public Library System's lively branch libraries!

Branch assistants are often the first people the public interacts with when they enter the branch library. We are looking for someone who is professional and can welcome library patrons when they enter the building, check books in and out, and more.

DUTIES:

The Branch Assistant is responsible for staffing the public circulation desk, carrying out circulation functions using the DPLS online circulation system, troubleshooting basic technology issues for the public, answering the phones, shelving library materials along with other tasks. Evening and weekend hours will be required.

QUALIFICATIONS:

Great people skills and enthusiasm for working with the public. An even-keeled temperament and skill handling the unexpected. Comfort using computers, including programs such as Google Docs and Microsoft Word, along with other technology such as smart phones and tablets. Ability to work both as part of a team and independently. Comfort with written and oral communications. Ability to maintain confidentiality. Must be 18+ years old and have at least a high school diploma and minimum of one year library or customer service experience.

To apply, email a **cover letter**, **resume**, and completed library application to jobapp@defiancelibrary.org **on or before 5PM on June 16, 2025.**

Applications can be found at <https://defiancelibrary.org/careers>.

The Defiance Public Library System is an equal opportunity employer.