

**JOB POSTING**

**PUBLIC SERVICES SUPPORT**

**Application Closing Date:** **10/12/2025**

The Willoughby-Eastlake Public Library is seeking an energetic and positive staff member to provide Reference and Circulation support according to schedule assignments. The Public Services Support staff will be scheduled shifts at all four libraries each week. Additional substitute hours will be available.

**Job Type**

**Part-time** - 16 hours per week. Sundays are included as part of the work week September through May. Weekly schedules vary based on needed coverage. Two-week schedules are posted 14 days ahead of time.

**Pay Rate -**$18.50/hour for reference assignments and $14.49/hour for circulation assignments

 See full job description at <https://we247.org/about/employment-opportunities/>.

**Requirements**

* Bachelor’s degree
* Prior customer service and computer experience in a library setting preferred
* Ability and willingness to learn and perform routine library procedures
* Ability to follow direction
* Good communication and interpersonal skills

Please complete the online application.  Upload resume and a cover letter when prompted.

No phone calls, please.  *Willoughby-Eastlake Public Library is an Equal Opportunity Employer.*

**Application Closing Date:** 10/12/2025