

Posted: 04/14/22

Closing: 04/28/22

Job Opening for
Acquisitions Specialist
(37.5 hours/week)

This position requires a high school diploma or equivalent, and a minimum of two (2) years office or library experience or an equivalent combination of education, training and experience. Under general supervision, the Acquisitions Specialist will provide Public Service as scheduled by Circulation Manager, and place orders for supplies, in coordination with Director and Fiscal Officer.

A successful candidate must be able to work a flexible schedule including weekends and evenings; must be able to lift 10 lbs regularly, 20 lbs occasionally; must be able to shelve and retrieve materials from top and bottom shelves.

Applications and complete job description may be obtained at the Library and at www.cplwcho.org/employment.

Pay Range begins: \$14.94

Submit application/resume to:
cplwcho@gmail.com
Carnegie Public Library
127 S. North St.
Washington CH, OH 43160