Clark County Public Library Employment Opportunity

Job Title: ***Library Assistant – Circulation & OS*** **|** Grade 10 **|** Part-time – 20 hrs. **|** FLSA status – Non-Exempt

Location: Main Library – Circulation & Outreach Services Dept., 201 S. Fountain Ave., Springfield, Ohio

Under direct supervision of the *Head of Circulation and Outreach Services,* the *Library Assistant – Circulation & OS* serves patrons at the circulation desk and at stops visited on the library vehicle(s) used for outreach services to the community, providing quality customer service to patrons of all ages.

APPLICATION PACKET: (all items are required): **Incomplete/illegible Applicant Packets may be disqualified**

1. **Completed CCPL *Employment Application* –** Available at library locations or two formats available online at: ***CCPL Employment Application***. **2. Cover Letter 3. Résumé 4. Three (3) professional references**

***SUBMIT*: by mail or in a sealed envelope to any CCPL location, addressed to:**

William Martino, Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

***OPEN UNTIL FILLED* – Review of complete, accurate submissions begins immediately upon receipt.**

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- High School Diploma or equivalent
- Customer service experience desired; Library experience preferred

MINIMUM QUALIFICATIONS/REQUIREMENTS: ***Complete and accurate submission of materials required***

- Valid Ohio Driver's License and insurability on the library's vehicle insurance policy (CCPL provides basic large vehicle operation instruction for unforeseen situation)
- Proof of automobile insurance (personal vehicle)
- Knowledge of basic computer applications, including MS Windows
- Dependable and able to work a flexible schedule as needed
- Effective organizational, written and verbal communication skills
- High degree of accuracy and attention to detail
- Customer service and basic cash-handling experience desired
- Please view the Position Description for detailed physical requirements
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process

PRINCIPAL JOB DUTIES AND RESPONSIBILITIE ***(See Position Description for more detail)***

- Provides prompt, accurate assistance for patrons in utilizing library resources and services
  - Accesses patron accounts, places and fills reserves, checks-in and discharges items on library software
  - Performs duties at Circulation at Main Library and in Outreach Services, as assigned
  - Responds to patron requests and questions and helps resolve patron account issues
  - Collects fines and fees; counts money and prepares deposits
- Enters patron and library material information into computer system; issues library cards
- Adheres to the published Outreach Services route schedule
- Assists with maintaining department's collections and orderliness of shelves, furniture, and displays
- Interacts appropriately with patrons and staff and adheres to library guidelines and procedures

SALARY AND BENEFITS: $12.84 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required, pursuant to O.R.C. 125.151(B)