

Clark County Public Library Employment Opportunity



The Information Place

Job Title: *Library Assistant – Circulation & OS* / Grade 10 | Part-time – 20 -25 hrs. wk. / FLSA status – Non-Exempt

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

Under the general 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, and provides quality customer service to patrons of all ages.

APPLICANT PACKET:

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

SUBMIT: by mail or in a sealed envelope to any CCPL location, addressed to: Diana Garrison
HR Office
Clark County Public Library
PO Box 1080
Springfield OH 45501-1080

Open until filled – Incomplete or illegible Applicant Packets may be disqualified

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- High School Diploma or equivalent
- Relevant large vehicle driving experience desired
- Library experience preferred

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Valid Ohio Driver's License and insurability on the library's vehicle insurance policy
- 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 required
- Customer service and basic cash-handling experience desired
- Requires ability to operate tools and controls, walk, see at close range and distances, talk, hear, bend, reach, and stoop. Frequent computer usage. Must be able to operate large vehicle, push book carts (may exceed 50 lbs.), occasionally move items up to 25 pounds, and sit or stand for moderate periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process
- *Submission of complete and accurate materials required*

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: (Click to see [Position Description](#) for more detail)

- Provides prompt, accurate assistance for patrons in utilizing library resources and services
 - Accesses patron accounts, place and fill reserves, check-in and discharge 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 departments' collections and orderliness of shelves, furniture, and displays
- Interacts appropriately with patrons and staff and adhere to library guidelines and procedures

SALARY AND BENEFITS: \$11.75 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)

Clark County Public Library is an Equal Opportunity Employer