

Clark County Public Library Employment Opportunity



Job Title: *Library Assistant – Children’s* | Grade 10 | Part-time – 24-28 hrs. wk. | FLSA status – Non-Exempt
Location: Clark County Public Library – Lenski Children’s Center, 201 S. Fountain Ave, Springfield, Ohio

Under the general supervision of the *Head of Children’s*, the *Library Assistant – Children’s* provides quality customer service, including processing reserves, preparing for department programs and maintaining the children's area.

APPLICANT PACKET: Complete and accurate submission of materials required

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
- Customer service and/or Library experience desired

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Able to learn and assist patrons with usage of the library’s resources
- High degree of accuracy and attention to detail required
- Cash-handling experience preferred
- Knowledge of children’s and young adult literature or programming a plus
- Working knowledge of digital devices, Microsoft Windows, Internet, email, and related products
- Strong organizational, written and verbal communication skills
- Able to work independently and with others
- Able to work flexible schedule; including some evenings and weekends; center operates seven (7) days a week
- Able to operate tools and controls, walk, see at close range and distances, talk, hear, bend, reach, and stoop. Frequent computer usage. Able to push book carts (may exceed 50 lbs.), occasionally move items up to 25 pounds, and sit or stand for extended periods. 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 RESPONSIBILITIES: (See [Position Description](#) for more detail)

- Provide prompt, accurate assistance for patrons in utilizing library resources and services
 - Maintain knowledge of available materials and patron reading preferences
 - Maintain familiarity with various technologies, including the Online Public Access Catalog, children’s computer stations, digital devices, gaming systems, etc.
 - Maintain computerized patron accounts and respond to patron requests in person and over the telephone; collect fines and fees; help resolve patron account issues; prepare and issue library cards
 - Checkout patrons and assist with the use of digital library materials and public computer stations
- Assist with library programming as assigned
- Assist with maintaining the department’s collection: shelving, mending, shifting, and organizing library materials; maintaining orderliness of shelves, furniture and displays
- Interact appropriately with patrons and staff and adhere to library guidelines and procedures

SALARY AND BENEFITS: \$12.10 per hour. Ohio Public Employees Retirement System membership; two (2) weeks’ vacation; paid 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 and provider of services
