

## Clark County Public Library Employment Opportunity



**Job Title:** *Library Assistant – Village* | Grade 10 | Part-time – 22-24 hrs. wk. | FLSA status – Non-Exempt  
**Location:** Village Branch, 1123 Sunset Avenue, Springfield, Ohio

Under the general supervision of the *Branch Manager*, the *Library Assistant – Branch* provides quality customer service to patrons of all ages and assists with maintaining the branch collections.

**APPLICANT PACKET:** *Complete and accurate submission of materials is 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: William Martino  
Director's 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 preferred

### **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, services, and patron reading preferences
  - Maintain familiarity with various technologies, including the Online Public Access Catalog, children's computer stations, digital devices, gaming systems, etc.
  - Checkout patrons and assist with the use of digital library materials and public computer stations
  - Maintain computerized patron accounts and respond to patron requests in person and over the telephone;; collect and record fines and fees; reconcile and prepare bank deposits; prepare and issue library cards; help resolve patron account issues
- Assist with library programming as assigned
- Assist with maintaining the Branch'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

### **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
- Working knowledge of various digital devices, Microsoft Windows, Internet, email
- Strong organizational, written and verbal communication skills
- Able to work independently and with others
- Able to work flexible schedule, including some evenings and Saturdays. Branch operates six (6) 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

**SALARY AND BENEFITS:** \$12.10 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)