**Clark County Public Library Employment Opportunity**

**Job Title: *Library Assistant – Branch*** | Grade 10 | Part-time – 20-25 Hrs. | FLSA - Non-Exempt

**Location:** **Southgate Branch,** 1863 South Limestone St., Springfield, Ohio

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

***APPLICATION PACKET:*** *[Incomplete or illegible Applicant Packets may be disqualified]*

**1*.* Completed CCPL *Employment Application* –** Available at library locations or two formats available online at: [***CCPL Employment Application***.](https://ccplohio.org/employment) **2*.* Cover Letter (include applicable experience and training)**

**3*.* Résumé 4*.* Three (3) professional references**

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

**William Martino – Library Director, 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 highly desired; Library experience a plus

**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
* Working knowledge of various digital devices, Microsoft Windows, Internet, email
* Good organizational, written, and verbal communication skills
* Able to work independently and with others. Work a flexible schedule. including some daytime, evening and Saturday hours. Branch operates six (6) days a week; open Mon.– Thurs. 10 – 8, Friday – Sat. 10 – 5
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View the ***[Position Description](https://www.ccplohio.org/wp-content/uploads/sites/86/2021/11/PD-Lib.-Asst.-Branch-11-2021.pdf)*** for more information

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

* 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

**SALARY AND BENEFITS:** $15.26 per hour. Ohio Public Employees Retirement System membership; two (2) wks. 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***