

Clark County Public Library Employment Opportunity



The Information Place

Job Title: *Library Assistant – Branch* | Grade 10 | Full-time – 40 Hrs. | FLSA - Non-Exempt
Location: Tuttle Branch, 191-193 South Tuttle Road, Springfield, Ohio

Under general supervision of the **Tuttle 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](#).
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 – 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](#) 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, 11 holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines. Generous medical, dental, and vision insurance plans available. Employer-provided group-term life insurance, Voluntary life insurance offering, 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
