

## Clark County Public Library Employment Opportunity



The Information Place

**Job Title:** *Library Associate – Branch* | Grade 14 | Part-time 25-28 hrs. wk. | FLSA status – Non-Exempt  
**Location:** Enon Branch, 209 East Main Street, Enon, Ohio

Under the general supervision of the *Enon Branch Manager*, the *Library Associate – Branch* provides quality customer service to patrons of all ages, assists with programming, maintaining the branch collections, and supervising library assistants in the absence of the Branch Manager. Position will require Adult Programming duties.

**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**

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***OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt***

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### **MINIMUM EDUCATION & EXPERIENCE REQUIRED:**

- Programming experience preferred
  - Associate's degree desired
- OR
- An equivalent combination of education, training, and experience at the discretion of the Director and/or the Board of Trustees

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Adult programming experience highly desired
- Able to interact and collaborate with community groups, local organizations, and presenters
- Possess a thorough understanding of the role libraries play in the community, stay current with knowledge of library trends and new technology. Utilize Microsoft Office software applications, knowledge.
- Increase knowledge and skills through training opportunities
- Excellent organizational and communication skills; organize, prioritize, and coordinate multiple tasks
- Able to operate motor vehicle and provide proof of auto insurance (personal vehicle), valid Ohio Driver's License and insurability on the library's vehicle insurance
- Able to work independently and with others. Works with Branch Manager to foster teamwork
- Able to work a flexible schedule including some evenings/weekends; department open six (6) days a week
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View [Position Description](#) for detailed physical requirements

### **PRINCIPAL JOB DUTIES AND RESPONSIBILITIES** (See [Position Description](#) for more detail)

- Provide prompt, accurate assistance to patrons in utilizing library resources and services
- Respond to patron requests in person and over the telephone maintain patron accounts, collect fees
- Continue with existing ongoing Enon Branch adult programming and create original adult programming
- Prepare for and conduct programs for adults. Partner with community groups to plan special events, community projects, programs and services; travel to local meeting sites, community events, and planning sessions as assigned. Maintain program statistics
- Coordinate with Public Relations, Community Engagement, and Outreach Services to develop and promote programs. Inform Business Office of programming supply needs; submit approved PO requests & invoices
- Maintain knowledge of CCPL collection & the Online Public Access Catalog, recommend materials to patrons

**SALARY / BENEFITS:** \$17.85 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, paid holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines. Voluntary life insurance, and Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required.

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*Clark County Public Library is an Equal Opportunity Employer*

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