

Job Title: *Library Associate – Makerspace* | Grade 14 | Full-time – 40 hrs. wk. | FLSA status –
Location: *Park Branch* – 1119 Bechtle Ave., Springfield, Ohio Non-Exempt

Under general supervision, the *Library Associate – Makerspace* provides prompt, accurate assistance for patrons in utilizing Library resources and services. Helps manage, develop, and deliver innovative maker programming for all ages in a creative environment.

APPLICATION PACKET: All items required. Incomplete/illegible Applicant Packets may be disqualified

1. Completed [CCPL Employment Application](#) – Available at library locations or two (2) 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 – Director’s Office, 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:

- Associate’s Degree in a STEAM-related field preferred
- One year of library, Makerspace, or technology instruction experience 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: (View the [Position Description](#) for additional details)

- Proficiency with PCs, electronic devices, and MS Office software
- Strong customer service orientation; one year of experience serving the public preferred
- High degree of accuracy and attention to detail required
- Ability to operate Makerspace equipment, software, and processes, computers, and electronic resources
- Knowledge of Library resources and services, policies, and procedures
- Strong organizational, written, and verbal communication skills
- Criminal background check and reference checks required
- Able to work flexible schedule including some evenings/weekends; Branch 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.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: (View the [Position Description](#) for a detailed list of illustrative duties)

- Actively promote and market the use of the library and library resources/programs
- Design, initiate, plan, host, and conduct various programs and activities for use of the Makerspace by children, teens, and adults
- Maintain and troubleshoot the library's Makerspace technology, peripherals, devices, and networks
- Maintain and increase knowledge of current and emerging technology and trends through attendance at meetings, conferences, and in-service training sessions
- Provide prompt, accurate & courteous circulation and reference assistance to patrons in utilizing library resources and services, including Makerspace equipment and technology
- Assess patron research needs and provide readers advisory, search internet and databases efficiently
- Maintain computerized patron accounts, collect fees, count money, and prepare deposits
- Assist with preparing for and conducting programs for children and adults, as assigned
- Maintain shelves, organize library materials, displays, shelves and furniture, as assigned
- Maintain effective working relationships with supervisor and co-workers; contribute to a team environment

SALARY/BENEFITS: \$18.56 per hour. Ohio Public Employees Retirement System membership; employer-paid term life insurance; two (2) wks. vacation, 11 holidays, and sick leave according to CCPL guidelines. Employer-provided group-term life insurance, comprehensive, affordable medical, dental, and vision plans, and voluntary life insurance offering Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).