

## Clark County Public Library Employment Opportunity – 2 Openings

**Job Title:** *Library Assistant – Branch* | Grade 10 | Part-time – 20-25 Hrs. | FLSA - Non-Exempt  
**Location:** Houston Branch, 5 West Jamestown St., South Charleston, Ohio



The Information Place

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

**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**

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

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

- High School Diploma or equivalent
- Customer service experience highly desired; Library experience a plus
- Criminal background check required

**MINIMUM QUALIFICATIONS/REQUIREMENTS:** ( *View the [Position Description](#) for additional details*)

- 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, Office, and Outlook, Internet, and 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.

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

- 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:** \$15.87 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.

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*Clark County Public Library is an Equal Opportunity Employer*

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