

Job Title: *Library Assistant – Circulation* | Grade 10 | Part-time – 20-26 hrs. | FLSA status – Non-Exempt

Location: Main Library – Circulation Dept, 201 S. Fountain Ave., Springfield, Ohio

Under the general supervision of the *Circulation Manager*, the *Library Assistant – Circulation* serves patrons at the Circulation desk and Patron Services desks, library events as needed, and at curbside services. Provides quality customer service to patrons of all ages.

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:

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

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

- Knowledge of basic computer applications, including MS Windows, Office, and Outlook
- Dependable and able to work a rotating schedule which will include at least one evening shift and alternating weekends. Flexible and able to work fill-in when necessary. Department operates seven (7) days a week
- High degree of accuracy and attention to detail
- Customer service and basic cash-handling experience desired
- Effective organizational, written and verbal communication skills
- 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)

- Provides prompt, accurate assistance for patrons in utilizing library resources and services
 - Accesses and maintains computerized patron accounts, places and fills reserves, checks-in and discharges items on library software; issues library cards
 - Responds to patron requests in person and over the telephone; collects fees; helps resolve patron account issues; prepares and issues library cards
 - Assists patrons in locating library materials and in using library equipment
 - Assists with processing materials in the book drop and deliveries from branches
 - Maintains workroom and desk supplies
 - Responds to patron requests and questions and helps resolve patron account issues
- Assists with maintaining department files and with processing new materials
- Organizes and shelves library materials according to proper shelving practices
- Adheres to work schedule and all CCPL attendance policies
- Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training
- Assists with maintaining department’s collections and orderliness of shelves, furniture, and displays
- Interacts appropriately with patrons and staff and adheres to library guidelines and procedures

SALARY AND BENEFITS: \$15.87 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, and sick leave according to CCPL guidelines. Voluntary life insurance offering and Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required.