Position Available

*Buckeye Lake Branch Assistant (Part-Time)*

Buckeye Lake, Ohio

Under the general supervision of the Buckeye Lake Branch Supervisor, the Branch Assistant helps customers in borrowing and using Library materials, services, and equipment; assists supervisor and/or branch library staff with planning and presenting programs and services for all ages; and assists customers with reader’s advisory information as appropriate.

This is a part-time position, 20 hours per week. OPERS Retirement. A job offer will be conditional upon successful completion of a background check and meeting any other preconditions of employment. The successful candidate will be scheduled to work days, evenings, and Saturdays.

**Minimum Qualifications and Principal Duties:**

- High school diploma or equivalent required.
- One year related work experience, or an equivalent combination of education, experience and training.
- Valid Ohio driver’s license and access to a vehicle to provide own transportation when participating in off-site library business.
- Must successfully pass a background check.

See complete job description, which is attached.

**Pay Rate**

The pay for this position starts at $11.14/hour. This position is not eligible for the library’s fringe benefit package. Holiday Pay Eligible.

**Application Procedure**

Apply online at [www.lickingcountylibrary.org](http://www.lickingcountylibrary.org) and click on “Careers” at the bottom of the page and then click on “Current Job Openings.” *Position will remain open until filled.*

Applicants should submit with online application:

- Cover Letter
- Resume

The appointment of the successful applicant will be made pursuant to Section 1.210 of the *Staff Handbook*.

*The Licking County Library is an equal opportunity employer.*