Position Available

Hebron Branch Assistant (Part-Time)

Hebron, Ohio

Under the general supervision of the Hebron Branch Supervisor, the Hebron 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 Monday-Friday.

Minimum Qualifications and Principal Duties

- High school diploma or equivalent required.
- Associate’s degree preferred or an equivalent combination of appropriate education, experience, and training.
- Valid driver’s license and access to a vehicle to provide own transportation when participating in off-site library business.
- Library certification from the Ohio Library Council, preferred.
- Must successfully pass a background check.

See complete job description, which is attached.

Pay Rate

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

Application Procedure

Apply online at 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.