Library Assistant

PERRY-COOK MEMORIAL PUBLIC LIBRARY -- Mount Gilead, Ohio
Part-time- 15-20 hrs./wk
BEGINNING Pay: $9.50 hour
15 hours paid leave / 5 paid holidays
Position Closes on: open until filled

GENERAL SUMMARY
Under moderate supervision, performs a variety of customer service and clerical functions related to the circulation of library materials including, but not limited to: checking materials in and out, answering patron’s questions, processing library card applications, answering phones, maintaining the patron database and collecting fines. Shelving and shelf-reading also required, as well as general office duties as necessary. Experience with planning and presenting programs for children is preferred. The successful candidate will work a varying schedule including evenings and weekends, Monday through Saturday.

Minimum Education & Experience Required
1. High school diploma or GED. Preference given to Associate’s degree and higher
2. At least one year of clerical and customer service experience preferred.
3. Must be able to lift a minimum of 30 lbs.

Other testing / Licenses required
1. A criminal background check may be required.
2. A valid driver’s license and reliable transportation is required.

Applications are available at the front desk or at www.perrycooklibrary.org

To apply via email please send cover letter, application and resume to:

Patricia Dollisch, Director
patriciad@perrycooklibrary.org

Cover letter, application and resume may be mailed, or dropped off during posted operating hours:
Perry-Cook Memorial Public Library
7406 County Rd 424
Mount Gilead, OH  43338
Attention: Patricia Dollisch