Position Available at the
Akron-Summit County Public Library

JOB TITLE:  PUBLIC SERVICE ASSISTANT II       DATE:   FEBRUARY 21, 2022
LOCATION:  SPECIAL COLLECTIONS
HOURS:  Full-Time (37.5 hours), including evening and weekend hours
SALARY:  Grade 7, $14.35/hour, (Non-Exempt)

ABOUT THE LIBRARY
Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We’ve been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:
The ASCPL is hiring a Public Service Assistant II to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life.

The PSA II works at least 75% of the workday at the public service desk and assists customers with the use of Library materials and information; assists customers in the use of Library technology; assists with answering varied reference questions; covers additional service points as needed; maintains special files and collections, and adds data to indexes and databases; supports innovations by cultivating and embracing change, being flexible and adaptable, and anticipating customers’ needs; performs a variety of clerical routines, including sorting, filling alphabetically and numerically, and answering telephones; and performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Required: Completion of two years of college. Previous customer service experience. An interest in and aptitude for library work; willingness to learn professional library techniques; a working knowledge and/or interest in genealogy and local history, genealogical sources in print and online, local historical sources and records, and archival and digitization practices; good customer-relation skills; record-keeping ability; ability to perform simple typing/PC tasks with reasonable speed and accuracy; ability to lift storage boxes and push book carts loaded with materials, with or without reasonable accommodation; ability to work irregular hours, including evenings and weekends.

Preferred: Possession of a bachelor’s degree. Previous library work experience.

DEADLINE FOR APPLICATION:  Open until filled (preference given to candidates who apply within the first two weeks)
For consideration, applicants for this position must either submit a resume and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Email resumes to library-HR@akronlibrary.org or mail them to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the ASCPL system, visit our website at www.akronlibrary.org.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER