Reference Associate – Adult Services – Tech Help

Full-time (37.5 hours/week) including days, evenings and weekends. Excellent customer service skills essential. The person in this position helps customers find accurate information, assists in locating library materials in a wide variety of formats, provides reader and viewer advisory services, assists customers in the use of library computers, makerspace equipment, office productivity equipment, recording studio equipment, and personal digital devices, explains, promotes, and assists in the use of library services, assists in collection development, and plans and provides instructional classes and programming for adults.

Bachelor’s degree required. Excellent computer and technology skills required. See job description for more information. Starting salary: $20.33 per hour. Benefits available.

Submit library application form, resume, and the name, e-mail address, and phone number of three references to: Birchard Public Library of Sandusky County, 423 Croghan St., Fremont, OH 43420, to the attention of Grady Brecheisen.

This institution is an equal opportunity provider.

Birchard Public Library application forms are available at the check-out desk at all locations, or online at www.Birchard.lib.oh.us.