Library Assistant / Programmer

This is a 20 hour per week position which will require a flexible schedule, including working some nights and Saturdays. Hourly pay is $9.50 per hour. Benefits: membership in OPERS and paid time off.

Position Description:

Under the general supervision of the Library Director, the candidate will perform clerical duties related to a wide range of customer services, including, but not limited to: circulation of materials, assisting patrons with public computers and the photocopier, collection of fines and fees, answering the telephone and being a warm and welcoming presence for our patrons. Other duties will be assigned according to PCML’s needs and taking into account staff talent and skills.

Required:

• High school diploma or equivalent. Preference given to college experience. Must be eligible for lawful employment in the U.S.
• Must be able to work a flexible schedule, including evening and weekend hours
• A valid driver’s license and access to a reliable vehicle
• Able to read and write effectively, including in cursive, and to use language effectively in written and oral communications.
• A strong commitment to excellent customer service
• Successful completion of a background check
• Ability to foster an appreciation for the library among all ages
• Competency with social media, productivity software and digital resources.
• Must be detail-oriented, and able to work as part of a team.

TYPICAL DUTIES

• Circulates library materials to patrons, assists with collection maintenance, accepts payment for fines/fees, keep statistics and other duties related to the circulation desk.
• Represents PCML to the community and provides quality customer service.

Please send cover letter, resume and completed application (available at www.perrycoklibrary.org) to Patricia Dollisch, Director, Perry Cook Memorial Public Library either through e-mail (patriciad@perrycoklibrary.org) or USPS (7406 County Road 242, Mt. Gilead, Ohio 43338.) Position open until filled.