



OPEN POSITIONS

Public Service Associate

Do you have a strong background in customer service? Do you have a passion for public libraries? Combine both your passion and your expertise to serve as a Public Service Associate at Bexley Public Library! Bexley Public Library is seeking a part-time Public Service Associate to bring their interests, experience, and ideas to our patron-focused team. The Public Service Associate serves as a model of customer service and support, along with bringing a service-centered approach to all aspects of the role. At Bexley Public Library, we believe that libraries play a crucial role in creating a community of life-long learners. Public Services Associates act as the first step in our mission, providing patrons with an exceptional library experience.

Primary duties include:

- First point of contact for patron questions or inquiries.
- Supports librarians in developing and maintaining the collection.
- Locates, processes, and distributes library materials accurately and efficiently.
- Participate in team efforts such as assistance with program development, community outreach opportunities, and/or serving as member of a project team.

Improving lives is at the heart of everything we do at Bexley Public Library, and as a small library we have a record for doing big things. We want to hear from you if you are knowledgeable, friendly, approachable, and truly want to help people. In this role, you will be part of a team that comes to work every day with creative ideas and compassion for the needs of our patrons. You will work in a highly collaborative environment and create strong and supportive connections with our patrons and community partners. We seek those who embrace our mission to enlighten, engage, and inspire the community. We strive to support and reflect the communities we serve through our dedication to equity, diversity and inclusion. We are an Equal Opportunity employer.

[APPLY HERE](#)

SALARY: \$16.11/ hour

SCHEDULE: 20-24 hours per week including one weekend every 3 weeks as follows:

Tuesday, Wednesday, Thursday 4pm-8pm

Friday 9am-6pm OR Every third Saturday 9am-6pm & Sunday 1pm-5pm

ACCEPTING APPLICATIONS: Until Filled

[Public Service Associate Job Description](#)