MidPointe Library - Library Associate – Part Time – Trenton, Ohio

We have an opening, with primarily afternoon and evening hours, for a customer-oriented individual who likes to help people in a family friendly environment at our Trenton Library. To thrive in this environment, you don’t need library experience, we can teach you!

Our Trenton associates provide our patrons with excellent customer service at the service desk by answering questions; giving reading recommendations; providing computer and printer assistance; creating library cards; accepting passport applications; assisting patrons with check in and check out; and giving instruction on how to use the online card catalog, the Internet, print station, e-reader tablets, library research databases, and other digital resources. You'd also process holds and reserves; look up materials; sort; shelve; shelf read; pull holds; and use lists to pull materials. As a member of the public services team, you'd work independently and work with co-workers.

MidPointe is located on the east side of Butler County, Ohio in a vibrant, dynamic, diverse community that enjoys community support. Nestled between Cincinnati and Dayton, the county has a wide variety of schools, entertainment, dining experiences, sports, and cultural events. We have something for everyone!

To be successful you:
- Must have a high school diploma or equivalent
- Must provide evidence of U.S. citizenship for passport duties
- Must be friendly, approachable & provide a positive experience to patrons
- Must have excellent customer service, a strong service ethic, excellent problem-solving skills & adapt rapidly to change
- Must have computer experience that includes MS Office & the Internet
- Need to be able to independently (and with others), quickly, & favorably respond to new or changed responsibilities and/or situations & be able to prioritize & handle confidential information
- Have a good knowledge of literature that appeals to children, teens & adults
- Must be able to learn and carry out the responsibilities of the position
- Must be able to effectively read (including cursive), write, speak & understand English
- Regular & predictable physical attendance is required

Apply:
Complete a required MidPointe Library System employment application found at: https://secure.entertimeonline.com/ta/6138957.jobs?Sho wAllOpenings.

Hours:
24 hours per week on a 2-week rotating schedule of:
Week 1: Mon 1 - 7 pm; Tues 1 - 7 pm; Wed off; Thursday 1 - 7 pm; Fri off; Sat 11 - 5 pm
Week 2: Mon off; Tues 1 - 7 pm; Wed 1 - 7 pm; Thurs 1 - 7 pm; Fri off; Sat 11 - 5 pm

Rate of Pay:
The pay range for this job is $12.26 - $18.13 per hour.
The pay rate depends on experience.

Benefits:
Part-time benefits include state retirement plan; direct deposit; accrued paid time off; eligibility for dental and vision insurance; paid holiday's; tuition reimbursement; granted Emergency Paid Sick Leave for Covid sickness usage; employee assistance plan, and more.

Physical Requirements:
- Must have the ability to move book crates that could weigh up to 75 pounds when full and move book carts that could weigh up to 200 pounds when full.
- Must be able to work in areas that may contain cleaning odors, dust or other possible allergens.
- Must have manual dexterity sufficient to operate library equipment including the conveyor belt check-in system.

Inquiries:
The full job description for this opening is available on our website at: https://www.midpointelibrary.org/page/jobs.
Please, only call the library if you need assistance in completing the required online application.