Position Available at the Akron-Summit County Public Library

JOB TITLE: PUBLIC SERVICE ASSISTANT II       DATE: DECEMBER 18, 2022

2 OPENINGS

LOCATION: MOBILE SERVICES/MAIN LIBRARY

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 Services 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.

This role helps the manager and staff to fulfill the Library’s mission and implement core values; advises and assists customers on bookmobiles, vans, in the Mobile Services (MS) office and other sites served by MS in the routine selection and location of library materials and in using library technology; provides readers’ advisory; understands, analyzes, and assists with answering varied reference questions by supplying information well-suited to the user, which could include directing customers to other ASCPL divisions, branches, or resources for additional help; registers borrowers; performs routine circulation duties; maintains circulation records; collects charges for payment of lost materials; performs a variety of clerical tasks and other duties as assigned; covers additional service points at Main Library or branches as needed; and performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

REQUIRED: Customer service experience and completion of two years of college. An interest in and aptitude for library work; willingness to learn professional library techniques; good customer relation skills, including a pleasing personality and ability to work well with others; record-keeping ability; ability to perform simple typing/PC tasks with reasonable speed and accuracy; ability to handle delivery crates or bags and push book carts loaded with materials, with or without reasonable accommodation;; a valid Ohio Driver’s License or the ability to obtain one; ability to drive 24’ box truck and other library vehicles; a good driving record; and ability to have and maintain insurable driving status, successful completion of pre-employment and random drug screening.

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

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