

## **Branch Associate**

Troy-Miami County Public Library is looking for a part-time associate to assist patrons at the Oakes-Beitman Memorial Library in Pleasant Hill.

The starting salary range is \$13-\$16 hour, depending on experience. In addition, we pay 8.5% of your 10% OPERS contribution. Scheduled at 20 hours/week to include daytime, evening, and Saturday shifts. Additional hours may be available as a substitute. Submit an application, available on our website, to [dbradford@tmcpl.org](mailto:dbradford@tmcpl.org). Application and full job description can be found at: <https://www.tmcpl.org/about/job-opportunities>. Early submissions receive first priority. This position is open until filled.

## **Job Summary**

Under the general direction of the Branch Manager, this position provides customer service by assisting in the day-to-day operations serving the public.

## **Essential Duties/Responsibilities:**

- Provides customer service to library patrons to include issuing library cards, collecting fees, and assisting with opening and closing procedures.
- Instructs patrons on the online card catalog, the Internet, databases, self-check machines, and other library equipment.
- Checks materials in and out and performs other general circulation tasks.
- Assists patrons with the DIY Makerspace Center.
- Assists with programming for all ages as needed.
- Maintains basic cleanliness of public and staff areas.

## **Required Skills, Knowledge and Abilities:**

- Knowledge and appreciation of library materials, including digital services.
- Ability to meet and serve the public effectively with the resources available in the library.
- Ability to handle confidential information with discretion and remain calm in stressful situations.
- Excellent computer skills including troubleshooting, using the ILS, MS Office, and the Internet required.
- Strong customer service skills, community engagement, and communication skills are essential.
- Ability to work cooperatively and effectively with other library staff, professionals in the field, and patrons.
- Ability to alphabetize and file.
- Must be able to work evenings and weekends.

## **Education/Experience:**

- High school diploma or equivalent.
- Experience in a library setting and/or completion of some college courses desirable.