

Loudonville Public Library - Job Posting

Customer Service Assistant

The Loudonville Public Library is currently accepting applications for a **Customer Service Assistant**.

Under general supervision, the Customer Service Assistant provides hands-on, high quality customer service to library patrons. Tasks may include creating and maintaining borrower accounts, checking library materials in and out, assisting the public with the library services, handling issues related to missing or overdue items, and other related tasks. The CSA (Customer Service Assistant) also assists as needed with the maintenance of the library collection including shelving, organizing, and maintaining library materials.

This is a part-time position regularly scheduled for 24 hours per week. The hourly rate range is \$10.50-\$15.50/hour. Library experience is desirable but not expected. Printed applications and Full Job Description are available at the library. Resumes are optional and do not replace the application. Submit complete applications in person, via mail to the address below, or via email. Incomplete applications and those not submitted as requested cannot be considered. Application deadline is October 9, 2023. Loudonville Public Library is an Equal Opportunity Employer.

Loudonville Public Library
Attn: Melissa Mallinak, Director
122 E Main St
Loudonville, Ohio 44842

applications@loudonvillelibrary.org

Posting Date: 9/25/23