



JOB OPENING – PUBLIC SERVICES ASSISTANT

Are you passionate about making a positive impact on your community? Join our team! The Granville Public Library is seeking a service-oriented and enthusiastic part-time Public Service Assistant. We are committed to lifelong learning and are looking for a bright and motivated individual to help us in our mission. This position provides customer service to library patrons by checking in and checking out materials, registering new patrons, assisting with the maintenance of patron accounts, and answering basic reference and directional questions. Other job duties include processing new library materials, shelving library materials, and maintaining the collection.

This position requires a flexible schedule that includes evening and weekend hours. Flexibility in meeting the library's scheduling needs is necessary. The rate of pay is \$15.00 per hour with paid holidays, sick leave, and vacation time. Participation in Ohio Public Employees Retirement System(OPERS) is required.

Experience in a library environment or experience in a position providing a high level of customer service is desired.

The schedule for this position is as follows:

Monday: 9:00 am – 2:30 pm

Wednesdays: 9:00 am – 2:30 pm

Thursdays: 2:30 pm – 8 pm

Every third Friday (9-6) and Saturday (9-6) and a monthly Sunday (12-5) shift.

Position is open until filled.

Apply via our web site: www.granvillelibrary.org/employment

Apply by email: acarlson@granvillelibrary.org

Apply by mail: Granville Public Library
Attn: Anna Carlson, Public Services Librarian
217 E. Broadway, Granville, OH 43023

A complete job description and application for employment can be found at www.granvillelibrary.org/employment.