Are you craving **flexibility**, **variety**, and a **fulfilling job** that will give you an opportunity to see many different facets of library work? Then come **explore** your future career with us at the North Canton Public Library where we are committed to supporting our community and each other in our mission to provide access to materials, programs, and services which **support lifelong learning and enjoyment for all**! At the North Canton Public Library, we value co-operative relationships among our co-workers, and treat one another with kindness, compassion, and respect. We recognize that we are better together, and leave room to experience joy in our work and with our co-workers. You won’t want to miss this opportunity to join an organization that is **welcoming**, **vibrant**, **flexible**, and **inclusive**!

**Job Title:** Library Associate – Floating Position  
**Education:** Four Year College Degree from Accredited University  
**Hours:** Variable Part Time (Up to 19 Hours Per Week), including evening and weekend hours  
**Salary:** $14.75 per hour (entry level)  
**Immediate Supervisor:** Director

The North Canton Public Library is looking for an engaging, motivated, and flexible professional with a deep commitment to customer service to assume the position of library associate in a role that will find them working across multiple departments within the Library. The successful applicant must be adaptable to assist in the following Library departments on a regular, rotating basis whenever needed: Patron Services, Adult & Teen Services, Children’s Services, Community Relations, and Technical Services. This position will also require the successful candidate to seek ways to improve upon the Library’s services to its community, as well as work as a team player to enhance the Library’s work culture of kindness, respect, and integrity among staff.

**Responsibilities:**
- Proactively provides outstanding customer service to library users of all ages and backgrounds
- Interviews, researches, and answers questions from patrons in person, via phone, or through email correspondence
- Assists in developing and maintaining a high quality collection based on community needs, usage levels, and relevance of materials
- Assists with the verification of materials deliveries against invoices, basic materials processing, and the maintenance of technical-services-related records and files
- Evaluates materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to library guidelines
- Recommends materials based on patrons’ interests
- Provides programs, presentations, and training to patrons and other organizations, in the Library, and in the community as needed
- Participates in community events inside and outside the walls of the Library
- Promotes positive and professional relationships with internal staff, volunteers, customers, vendors, contractors, and the general public
- Assists patrons with basic troubleshooting of common software products, operating systems, browsers, and other technologies associated with library services (including handheld devices, e-Readers, laptops, tablets, etc.)

**Qualifications and Requirements:**
- Ability to work independently and multitask. Ability to helpfully communicate with the public to determine customer needs. Ability to use and understand technology. Ability to analyze needs and situations. Ability to make sound decisions. Ability to work well with others and to promote positive staff and community relations. Ability to follow verbal and written instructions. Ability to follow and apply library procedures and policies. Must be able to lift, carry, push, and pull 40 pounds. Must be able to bend and reach. Must be able to communicate effectively in English, both orally and in writing.

The preceding statements provide an overview of the job responsibilities and shall not be construed as an all-inclusive statement of duties, responsibilities, or requirements. It does not limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. Additional related duties may be assigned.

Applications will be accepted until the position is filled. Please submit a letter of interest, resume including three reference contacts, and a completed [job application](mailto:kmoles@northcantonlibrary.org) to Kayla Moles, HR Specialist/Deputy Fiscal Officer: [kmoles@northcantonlibrary.org](mailto:kmoles@northcantonlibrary.org)