

Job Title: *Library Associate – Branch* | Grade 14 | Full-time – 40 hrs. wk. | FLSA status – Non-Exempt
Location: Houston Branch, 5 W. Jamestown St., So. Charleston, Ohio

Under the general supervision of the *Branch Manager*, the *Library Associate – Branch* provides quality customer service to patrons of all ages, assists with maintaining the branch collections and supervising library assistants in the absence of the Branch Manager.

APPLICATION PACKET: (all items are required) **Incomplete/illegible Applicant Packets may be disqualified**

1. Completed [CCPL Employment Application](#) – Available at library locations or two (2) formats available online at: [CCPL Employment Application](#).
2. Cover Letter
3. Résumé
4. Three (3) professional references

SUBMIT: by mail or in a sealed envelope to any CCPL location, **addressed to:**

William Martino – Director’s Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt

MINIMUM EDUCATION & EXPERIENCE REQUIRED: (View the [Position Description](#) for additional details)

- Minimum of one (1) year library experience preferred
 - Associate’s degree desired
- OR
- An equivalent combination of education, training, and experience at the discretion of the Director and/or the Board of Trustees

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High degree of accuracy and attention to detail required
- Strong organizational, written, and verbal communication skills
- Cash-handling experience desired
- Able to work independently and with others
- Able to work a flexible schedule including some evenings/weekends; department open six (6) days a week
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View [Position Description](#) for more detailed physical requirements

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES (See [Position Description](#) for more detail)

- Provide prompt, accurate assistance to patrons in utilizing library resources and services
- Respond to patron requests in person and over the telephone
- Maintain computerized patron accounts, collect fees, count money and prepare deposits
- Assist with preparing for and conducting programs for children and adults
- Maintain familiarity with various technologies, including the Online Public Access Catalog, children’s computer stations, digital devices, gaming systems, etc.
- Maintain knowledge of available materials, recommends materials to patrons
- Maintain organization of library materials; helps maintain orderliness of the branch
- Work effectively with Branch Manager to foster teamwork and cooperation at the branch
- Interact and respond professionally and appropriately to patrons and staff
- Maintain and increase knowledge and skills through training opportunities
- Act in place of Branch Manager and supervise work of others as assigned
- Consistently present Clark County Public Library in a positive manner, adhere to guidelines and procedures

SALARY / BENEFITS: **\$17.85 per hour.** Ohio Public Employees Retirement System membership; Employer-paid term life insurance; two (2) wks. vacation, eleven (11) holidays, and sick leave according to CCPL Personnel manual guidelines. Employer-provided group-term life insurance, comprehensive, affordable medical, dental, and vision plans, and voluntary life insurance, and Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).