The Ada Public Library seeks an enthusiastic and innovative individual for the position of Library Clerk.

Position: Library Clerk
Part time, including some weekends and evenings

Salary: $14/hour minimum.

Reports to: Director

Essential duties include:

- Performs circulation responsibilities, including: registering patrons for library cards, checking materials in and out, placing orders via our consortia system, handling Inter-library loan materials, processing cargo shipments, shelving materials, collecting fees. Provides telephone, reference, copier, fax, and online assistance.
- Provides reference, readers’ advisory, and library services support for patrons of all ages.
- Assists the Youth Services Coordinator with library programming for youth (babies through teenagers) and their families.

Required Qualifications:

- Knowledge of Microsoft Office and Internet functions.
- A strong commitment to working with children (babies, tweens, teens, and their families). Ability to interact with kids on their level, while maintaining control of library programs.
- Familiarity with social, pop culture, and technological trends that impact young people's lives.
- Critical thinking skills. Ability to prioritize duties and tasks. Ability to remain calm under stress.
- A valid driver’s license or other legal form of identification. Ability to pass a background check.
- Excellent interpersonal and communication skills. Experience working independently and as part of a team.
- Bachelor’s degree preferred.

Position is open until filled. Apply by submitting a letter of interest, resume and three references to:

galibrarydirector@gmail.com with “Library Clerk” as the subject line, or mail to:

Ada Public Library
Attn: Director
320 N Main St
Ada, OH 45810