

Clark County Public Library Employment Opportunity



The Information Place

Job Title: *Library Assistant – Children’s* | Grade 10 | Part-time 20-25 hrs. wk./FLSA status – Non-Exempt

Location: Clark County Public Library – Lenski Children’s Center, 201 S. Fountain Ave, Springfield, Ohio

Under the general supervision of the *Head of Children’s*, the *Library Assistant – Children’s* provides quality customer service, including processing reserves, preparing for department programs and maintaining the children’s area.

APPLICATION PACKET: *[Incomplete or illegible Applicant Packets may be disqualified]*

1. Completed CCPL *Employment Application* – Available at library locations or two 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 – Library Director, 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:

- High School Diploma or equivalent
- Customer service experience desired; Library experience preferred
- Criminal background check and reference checks required

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Able to learn and assist patrons with usage of the library’s resources
- Working knowledge of digital devices, Microsoft Windows, Internet, email, and related products
- Knowledge of children’s and young adult literature or programming a plus
- High degree of accuracy and attention to detail required. Cash-handling experience preferred
- Strong organizational, written and verbal communication skills
- Able to work independently and with others
- Able to work flexible schedule which will include some evenings and weekends; department operates seven (7) days a week
- Able to operate motor vehicle and provide proof of auto insurance (personal vehicle), valid Ohio Driver’s License and insurability on the library’s vehicle insurance
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View the [Position Description](#) for more information

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

- Provides prompt, accurate assistance for patrons in utilizing library resources and services
 - Maintains knowledge of available materials and patron reading preferences
 - Maintains familiarity with various technologies, including the Online Public Access Catalog, children’s computer stations, digital devices, gaming systems, etc.
 - Maintains computerized patron accounts and respond to patron requests in person and over the telephone; collect fees; helps resolve patron account issues; prepares and issues library cards
 - Checkout patrons and assist with the use of digital library materials and public computer stations
- Assists with library programming as assigned
- Assists with maintaining the department’s collection: shelving, mending, shifting, and organizing library materials; maintaining orderliness of shelves, furniture and displays
- Interacts appropriately with patrons and staff and adhere to library guidelines and procedures

SALARY AND BENEFITS: \$15.26 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation; holidays and sick leave, in accordance with CCPL Personnel Manual guidelines; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required,