



Library Associate

Adult Services · Warren, Ohio

The **Warren-Trumbull County Public Library** is seeking a dedicated and service-oriented individual to join our Adult Services Department as a **Library Associate**. This full-time position offers an exciting opportunity to support a dynamic team that provides excellent services, resources, and programs to customers of all ages. The Library Associate will assist with reference services, programming, and customer support, while helping foster a welcoming and engaging environment.

ESSENTIAL DUTIES

- Provides reference and reader's advisory service to customers of all ages in person and via telephone and email.
- Instructs users individually and in groups in the use of library materials and equipment, to include use of digital resources and online research resources.
- Presents information about library services and programs to individuals and groups.
- Prepares displays, bibliographies, or other materials for the public as requested.
- Performs clerical tasks related to interlibrary loan, including processing incoming materials, notifying customers, filing paperwork, packing outgoing materials, and contacting customers or libraries about overdue material.
- Plans and presents programs for adults in collaboration with the adult Services Manager.
- Assists in the withdrawing of library materials as needed.

QUALIFICATIONS/REQUIREMENTS

Bachelor's degree required, or an equivalent combination of education and experience in libraries, education, or related fields. Previous library experience or experience working in a customer service-oriented environment is highly desirable. Strong communication, problem-solving, and organizational skills. Familiarity with library technology, including digital catalogs, e-books, and databases. Ability to assist customers with varying levels of technology literacy. Interest in and knowledge of adult literature, culture, and community engagement. Passion for serving the public and promoting literacy and lifelong learning.

This is a full-time position, scheduled to work 40 hours/week. Work schedule will include some evenings and weekends. \$16.93 starting hourly payrate. Please refer to the Core Competencies for Library Staff on the library's website, www.wtcpl.org.

BENEFITS

- Retirement Plan: OPERS- Mandatory 10% employee contribution, 14% employer contribution
- Health Insurance with employer contribution to HSA
- Life Insurance
- 13 Paid Holidays
- PTO Plan
- Employee Assistance Program
- Continuing education opportunities

HOW TO APPLY:

Interested candidates should submit a resume, cover letter, and contact information for three professional references when applying online. Apply online directly through the Library's careers website, <https://wtcpl.bamboohr.com/careers>.

Position will be open until filled.