



Herrick Memorial Library
101 Willard Memorial Square
Wellington, OH 44090
(440) 647-2120 • FAX (440) 647-2103

Position Available – Library Associate, Part-time

The **Herrick Memorial Library** is seeking a dedicated and service oriented individual to join our team. This part-time position (24 hours) offers an opportunity to support our team and provide excellent services, resources and programs to customers of all ages.

HML offers employees (20 + hours) paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental and vision) and retirement through the Ohio Public Employees Retirement System (OPERS), and a self-funded Flexible Spending Account (FSA) health benefits.

DUTIES & RESPONSIBILITIES:

The HML is hiring a Public Service Associate; part-time (24 hours per week, including evenings, Saturdays, and Sundays when scheduled) to support our Mission to provide resources to the public for their information, education, and entertainment.

Persons in this position work 75% of their workday at the public circulation desk interacting with customers and coworkers:

- Includes charging and discharging of library materials, cleaning of materials.
- Patron registration service.
- Patron services (i.e. taking and placing material reserves, renewals).
- Equipment assistance (i.e. computer assistance, copier/printer/fax assistance, digital materials assistance, and telephone duties.
- Collection of fees,
- Performs standard Library routines, including circulation, delivery, and service desk coverage.
- Provides customer service to all patrons; assisting patrons of all ages with their information and readers's advisory needs.
- Performs opening and closing routines.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

High school diploma or equivalent with some college coursework or Associate's degree. Ability to arrange materials in alphabetical and numerical order. Ability to use a computer (skills test will be given prior to interview) and learn job-related software or systems applicable to the essential functions of the job. High energy level, excellent people skills, good communication and interpersonal skills. Ability to work with all ages, flexibility in scheduling, ability to adapt to a changing environment, proficient reading/listening skills, manual dexterity, and the ability to stand for extended periods of time. Ability to lift light objects (less than 25 pounds) and carry them short distances (50 feet or less) and push a loaded materials cars up to 200 pounds. Ability to pass criminal background and education verification check screenings.

HOW TO APPLY: Submit cover letter, resume and contact information for three (3) professional references to: hollinja@herrickliboh.org

Position will be open until filled.