

Library Assistant

SUMMARY:

The Girard Free Library is a small but nimble library in northeast Ohio. Because of our diminutive size our staff wear multiples hats (and an occasional costume). The library assistant will help patrons with their circulation accounts, direct patron enquiries (by phone or in person), and maintain order of the library collection. The library assistant will also participate in library programming, promotion, and outreach as needed.

DUTIES:

- Perform circulation tasks such as checking in and discharging items, placing holds, registering and modifying users, and collecting assorted fees
- Shelf library materials according to Dewey, alphabetic, and numerical order
- Assist with opening and closing procedures
- Locate library materials for patrons or assist them in doing so
- Perform other duties in support of library operations as needed

QUALIFICATIONS

- High school diploma required
- Valid Ohio driver's license required
- Some postsecondary education preferred
- Ability to make change and type accurately
- Ability to work well with the public
- Proficiency with social networking tools
- Facility in use of the internet, Windows, and Microsoft Office program
- Strong attention to detail

PHYSICAL REQUIREMENTS

Must be able to stand for long periods of time. Able to reach, bend, climb, squat and lift up to 25lbs.

WORK SCHEDULE:

Part-time position with 28 hours per week generally. Must be able to work days, evenings and Saturdays.

COMPENSATION:

Wage rate range begins at \$8.80 per hour and increases based on education and experience.

Email resume and cover letter to gilpins@girardfreelibrary.org by Tuesday, May 24.