

Position Announcement

Selover Public Library

Chesterville, Ohio

Part Time—Staff Librarian

Part-time position. Benefits: OPERS retirement; holiday and vacation pay will accrue based on years of service.

After a training period, the applicant should be available to work the following shifts: Tuesday 12:45 to 7:15 and Thursday 9:45 to 5:15. This schedule is subject to change in the future. Additional shifts may be available for covering staff absences. Additional hours may be available for staffing community and library events.

Representative Duties and Responsibilities: The list is not intended to be all-inclusive or exclusive, but is intended to provide examples of typical duties performed.

- Provide excellent customer service.
- Handle multiple library responsibilities, including circulating materials, reference, event programming, reader's advisory, outreach, promotion, and technology.
- Help patrons of all ages use the catalog, computers, and multimedia equipment. Use library catalog and other bibliographic databases to locate materials for patrons and answer inquiries about materials. Assist patrons with their personal devices so they can access the library's online resources.
- Perform basic library tasks: Issue library cards; locate and check out materials to patrons; check in, clean, and inspect returned materials for damage; answer the phone and provide assistance over the phone; shelve materials; make copies and send faxes; and deliver items curbside to patrons.
- In the near future, organize, promote, and run at least one program per month.
- Represent the library at community events such as parades and festivals. Attend a monthly staff meeting. Assist with programs outside your regular work hours such as Summer Reading programs.

Qualifications, Knowledge, and Abilities

- Have high school degree or higher.
- Exhibit a high level of professionalism. Have a genuine passion for working with people and helping people.

- Use computers and office equipment proficiently.
- Communicate effectively; contribute to building a positive team spirit with staff and moving the library forward in the community.
- Have experience with using social media and graphic design applications (preferred).
- Must be able to hear, comprehend, and respond to library patrons. Must have visual ability to see computer screens and book labels. Physical requirements may include standing, stooping, bending, twisting, or otherwise moving around the library to assist patrons and shelve books. Must be able to comfortably lift 40 pounds.

Submit resume by December 17 in person at Selover Library's front desk, by email, or by snail mail.

Email: mwall.selover@gmail.com

Mailing Address: Selover Public Library

Attn: Martha Wall

P.O. Box 25

Chesterville, OH 43317

Selover Public Library is an equal opportunity employer.