EMPLOYMENT OPPORTUNITY
Library Assistant, Full-Time

DATE OF POSTING: March 21, 2024

LOCATION: Franklin Library

SCHEDULE: Position requires working some evenings, weekends, and holidays when necessary.

POSITION SUMMARY: Performs a variety of standard clerical and paraprofessional duties, including routine library tasks directly related to computerized procedures; acquisitions, including processing new library materials; processing tribute gifts; checking library materials in and out; collecting library fines and fees; issuing library cards; assisting patrons in use of library catalog; answering general public computer questions; assisting patrons with general information and reader advisory needs; responding to routine inquiries regarding library policies and procedures; shelving and straightening materials; repairing materials; and other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Minimum High School Diploma or G.E.D. equivalency; some experience with general clerical skills including typing, filing, and computer skills, or an equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities. Experience working in customer service, proficient in the use of library catalogs and library circulation systems, cataloging and processing library materials experience preferred.

BENEFITS: This is a full-time non-exempt position. The starting hourly pay rate for this position is $16.00. Benefits include sick and vacation leave, health, dental, and life insurance and membership in the Ohio Public Employees Retirement System.

TO APPLY: Complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities. Applications may be submitted at either branch or emailed to fspl@fspl.org.

DEADLINE: Application received before April 4, 2024 will receive preference. Position will remain open until filled.

The Franklin-Springboro Public Library is an equal opportunity employer.