FSPL
Franklin-Springboro Public Library

EMPLOYMENT OPPORTUNITY
Library Assistant, Part-Time (12-20 hrs./week)

DATE OF POSTING: September 18, 2026

LOCATION: Springboro Branch

SCHEDULE: The Library operates seven (7) days a week and requires staff members to work evenings, weekends, and holidays.

POSITION SUMMARY: The Library Assistant is responsible for providing customer service, including extensive materials and service expertise to assist patrons with item suggestions, holds processing, patron registrations, circulation and reference services, technology assistance, and account maintenance. Performs shelving, shifting, and organizing of library materials; maintaining orderliness of shelves, furniture, and displays.

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. Customer service and cash handling experience, preferred. Ability to consistently represent the Franklin-Springboro Public Library and its services in a positive manner and adhere to best practices as established by the Library.

BENEFITS: This is a part-time non-exempt position. The starting hourly pay rate for this position is $14.55. Benefits include vacation leave 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: Position will remain open until filled.

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