



ACCEPTING APPLICATIONS

Until position filled

Saturday and Substitute Library Assistant Part-time

Employment Status:

Part-time (8-15 hours weekly, primarily Saturdays); Hourly rate: \$8.75; OPERS Retirement benefit

Description:

The St. Clairsville Public Library is currently seeking a friendly, service-oriented person to provide library services for library customers of all ages. This is a part-time position working mostly Saturdays. This position requires a candidate with a positive and helpful attitude. All library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the library in a positive and professional manner at all times.

Basic Duties:

Assist with duties in various library departments. The hours will be mainly Saturdays from 9AM-4PM. Duties include: use the library's software and technology to assist library customers; provide informational assistance to customers of all ages on using the public catalog, databases, basic internet operations, and library equipment; provide a positive and friendly environment for staff and library customers of all ages; understand and enthusiastically promote library services and offerings; organize library materials and keep library spaces orderly and clean; perform customer service, clerical, and technical tasks in various departments as needed.

Qualifications:

Good at communicating and showing a positive attitude. Ability to pay attention to detail and prioritize tasks. Ability to use computers effectively. Ability to alphabetize and organize information. Ability to work independently and as a team member. Ability to work with diverse people of all ages, including children. Knowledge of library use and principles. Prior customer service experience preferred. Must pass a background check.

To APPLY:

Employment applications are available at the library, or email a resume to dwalsh@stclibrary.org or by mail - St. Clairsville Public Library, 108 W. Main St, St. Clairsville, OH, 43950.