

Monroeville Public Library

Circulation Desk Librarian (Part-Time)

Posted on February 8, 2023

Library Location: Monroeville Public Library-34 Monroe Street, Monroeville Ohio 44847

Position Hours: Up to 15 hours per week- including day/night/weekend hours

Schedule: Monday-Thursday 4:00pm-8:00pm and One (1) Saturday per month

Hourly Rate: \$12.00

Position Profile:

If you're a friendly, outgoing, and positive person that enjoys helping people, we would love to work with you! As a Circulation Desk Librarian, you'll be part of our hard-working and fun group. On this team you will play a vital role in shaping our services. We are looking for someone who is flexible, innovative, optimistic and has a positive attitude to work at our front desk.

Duties and Responsibilities:

Patron Assistance:

- Initial point of contact for all patrons. Spends the majority of the time providing customer assistance.
- Promotes library services and offerings to patrons.
- Introduces patrons to library platforms and demonstrates basic functions.
- Performs basic catalog searches.
- Assist with informational questions.
- You must be willing to work with patrons of all ages.
- Any other roles deemed necessary by the Director.
- Ability to successfully pass a background check.

Technology:

- Ability to troubleshoot minor technology issues
- Working the copier, scanner, and faxing options on the copy machine
- Use library catalog software to check in/out and place holds for materials

Education and Experience:

- Education: High school diploma or equivalent is required.
- Years of relevant experience: 1-2 years is preferred.

- Experience with principles and practices of customer service is required.
- Experience with library circulation systems is preferred.
- Experience in a public library or a public sector is preferred.

Working Conditions and Physical Requirements:

- Routine lifting of moderately heavy items, such as books or records boxes (over 25 pounds and up to 50 pounds), pushing full carts and/or standing for long periods of time as well as frequent stooping and bending.
- Occasional minor discomforts from near-continual computer terminal use.

If you feel that you fit the above criteria, please fill out an application and email kburns@seolibraries.org or by snail mail Attn: Kate Burns 34 Monroe Street Monroeville, Ohio 44847. Positions are open until filled.

MONROEVILLE PUBLIC LIBRARY is an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, sex, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law.