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EMPLOYMENT OPPORTUNITY: Page (Shelver): Customer Services Department

DATE: January 26, 2025

HOURS: Part-time; 20 hours per week

STARTING SALARY: \$11.00 per hour

Come join our team! The Barberton Public Library is seeking an organized and enthusiastic individual with a strong attention to detail to fill the position of Page (Shelver) in the Customer Services Department. This position is part-time and will typically have a standard schedule of morning and day shifts Monday through Friday, though a flexible schedule, including evenings and weekends, may be required on occasion.

ABOUT THE LIBRARY

Since 1903, the Barberton Public Library has been an essential community asset. We offer a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, life insurance benefits, and retirement through the Ohio Public Employees Retirement System (OPERS). The Library supports continuing education for all staff members.

JOB RESPONSIBILITIES

- Sorts and returns library materials to their proper place on the shelves.
- Reviews shelved materials to ensure correct arrangement.
- Shifts shelved materials as necessary.
- Checks shelves for holds and missing or damaged materials.
- Cleans and maintains library materials.
- Assists with book drop, delivering interdepartmental mail, and clerical tasks.
- Assists with packing and unpacking delivery crates and other circulation duties, as needed.
- Maintains neatness in the public service areas and assists in other departments as needed.
- Contributes to the overall effectiveness of the department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to arrange materials in alphabetical and numerical order with a strong attention to detail.
- Experience using computers with a high rate of accuracy.
- Ability to frequently bend, stoop, climb, and stand, to lift objects up to 30 pounds and carry them up to 50 feet, and to push carts holding up to 200 pounds with or without reasonable accommodation.

QUALIFICATIONS

- A work permit is required for those under 18 years of age.
- A criminal background check is required for those 18 years of age or older.

APPLICATION PROCESS

This position is open until filled, but applicants applying by February 13, 2025 will receive first consideration. Those interested in the position should submit an application, available at the Library's Customer Service Desk or www.barbertonlibrary.org/employment, to employment@barbertonlibrary.org or return them to:

Barberton Public Library
Attn: Ann Hutchison, Director
602 West Park Avenue
Barberton, OH 44203

