



EMPLOYMENT OPPORTUNITY: Library Assistant, Customer Services (part-time)

Date: August 23, 2023

Hours: Part-time (20 hours)

Starting Salary: \$13.50/hour

ABOUT THE LIBRARY

Since 1903, the Barberton Public Library has been an essential community asset. It is our mission to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

We offer a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary life insurance benefits, and retirement through the Ohio Public Employees Retirement System (OPERS).

JOB RESPONSIBILITIES

The Barberton Public Library is seeking two enthusiastic individuals to support the Library's mission by providing excellent customer service while assisting customers with transactions such as borrowing and returning items, paying fines, registering for cards, and answering questions about programs and services. Primary functions of this position include checking library materials in and out using the SIRSI/Dynix system, assisting customers with copying, faxing, scanning, and passport applications, and contributing to the overall effectiveness of the department. Work also involves packing and shipping materials to and from other agencies, learning and following all Library policies and procedures, and answering directional questions in person and on the phone.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

A high school degree or equivalent is required; some college is preferred. The successful candidates will have excellent communication skills and customer service experience; previous library experience is preferred. A flexible schedule, including evenings and weekends on a rotating basis, will be required.

DEADLINE FOR APPLICATION: Open until filled.

For consideration, applicants should submit an application, available at the Library or www.barbertonlibrary.org, resume, and cover letter to employment@barbertonlibrary.org or mail them to:

**Director
Barberton Public Library
602 W. Park Avenue
Barberton, OH 44203**



The Barberton Public Library is an Equal Opportunity Employer