



Open Position Announcement

Title: Circulation Assistant

Date Posted: February 6, 2024

Rodman Public Library is seeking applicants for the position of Circulation Assistant. This position is for 20 hours per week with a starting pay of \$13.25 per hour. Benefits include OPERS retirement, as well as paid sick leave, paid vacation leave, and paid holidays. The successful candidate must have the ability to work a flexible schedule, including evenings and weekends.

Qualifications:

- High school diploma or GED
- Ability to work a flexible schedule, including evenings and weekends
- Previous customer service experience preferred

Job Summary: The Circulation Assistant provides public service at the circulation desk, efficiently and effectively assisting patrons and addressing concerns in a professional, courteous manner and performing related clerical duties. The successful candidate must have exceptional customer service and communication skills, a sincere desire to provide excellent service to all library patrons, a willingness to be solution-driven in order to provide patrons access to library services and resources, and the ability to multi-task and prioritize work with proficiency. Other duties may be assigned as needed.

Application Procedure: To be considered, interested applicants must scan and submit a completed Rodman Public Library to employment@rodmanlibrary.com. The application form can be found online at rodmanlibrary.com/employment along with the full job description.

Deadline: Applications will be accepted until the position is filled. No phone calls please. Rodman Public Library is an equal opportunity employer.