



Position Opening

Title: Branch Assistant/Circulation Assistant

Date Posted: December 5, 2018

Rodman Public Library is seeking applicants for the Branch Assistant and Circulation Assistant positions. These are part-time positions for 15-20 hours per week with a starting pay of \$9.00 per hour. The successful candidates 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 Responsibilities: The Circulation Assistant provides public service at the Adult Circulation desk, while the Branch Assistant provides public service at the Branch Library, efficiently and effectively assisting patrons and addressing concerns in a professional, courteous manner and performs related clerical duties. 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 effectively are essential to both positions. Other duties may be assigned as needed.

Applications are available at the Rodman Public Library, 215 E. Broadway St., Alliance, OH 44601. The deadline for application is Tuesday, December 18. No phone calls please.