



**Wayne County Public Library
Dalton Branch**

Position Opening

Title: Branch Assistant – Rittman

Date Posted: August 29, 2022

Job Responsibilities: Under general supervision, the Branch Assistant charges library materials in and out, assists with routing and shelving materials, provides assistance to patrons, and helps with library programming.

Qualifications: High school diploma or equivalent, library experience preferred. The ability to push, pull, bend, lift and twist with ease. May require sitting or standing for long periods of time. Must be able to properly lift up to 50 lbs.

Working Conditions: Part-time, approximately 20 hours per week with additional hours as needed.

Ability to work a flexible schedule including some evening and Saturday hours is required.

Skills and Abilities: Presents a positive, professional image to the public; interacts and responds appropriately to patrons and staff; develops and maintains effective working relationships with supervisor, staff and volunteers; communicates effectively in written and oral form; maintains confidentiality.

Illustrative Duties: Performs all branch related functions, including but not limited to; opening the library, cash register operation, money handling, processing daily delivery of library materials, providing reference services, and assisting patrons in the general use of the library and its equipment. May conduct story time or other programs at various outreach locations, and within the branch.

Pay Range: \$12.50 per hour.

Application Procedure Applications may be obtained at any of our locations or online at www.wcpl.info. Completed application forms and resumes may be dropped off at any branch location; mailed to Human Resources, Wayne County Public Library, 304 N. Market, Wooster, OH 44691; or emailed to jobs@wcpl.info.

Deadline: Applications will be accepted until the position is filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry