



**Wayne County Public Library
Wooster/Main Library**

Position Opening

Title: Adult Services Assistant (part-time)

Date Posted: September 14, 2022

Job Responsibilities: Under general supervision, the Adult Services Assistant shelves library materials, assists patrons in locating library materials, performs related shelf maintenance, and assists other department staff with the preparation and supervision of library programs.

Illustrative Duties: Shelves library materials according to proper filing order; reads shelves for correct placement of materials within the building; straightens shelves and shifts materials; clears work tables of used materials and re-shelves; cleans shelves and materials as needed.

Qualifications: Ability to accurately alphabetize and to accurately arrange decimal numbers. Ability to maneuver heavy carts, and to stoop, lift and bend in order to reach library shelves. Ability to lift up to 50 lbs.

Working Conditions: Part-time, 20 hours per week with occasional additional hours.

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.

Starting Pay: \$11 per hour.

Application Procedure: Applications may be obtained at any of our locations or online at www.wcpl.info. Completed library application forms and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library
304 N. Market
Wooster, OH 44691.
Attn: Human Resources

Deadline: Applications 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