



Wayne County Public Library
Wooster/Main Library

Position Opening

Title: Circulation Assistant (part-time)

Date Posted: November 5, 2024

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

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

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

Ability to work a flexible schedule including evenings and weekends is required.

Knowledge of: Library policies and procedures, Dewey Decimal Classification System, basic library science and technology, automation systems and computer software

Skills and Abilities to: Present a positive, professional image to the public; interact and respond appropriately to patrons and staff; develop and maintain effective working relationships with supervisor, staff, and volunteers; communicate effectively in written and oral form; maintain confidentiality.

Illustrative Duties: Performs all circulation functions, including but not limited to; opening the library, cash register operation, money handling, processing daily delivery of library materials, and assisting patrons in the general use of the library and its equipment.

Starting Pay Rate: \$12.40 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.