



Wayne County Public Library

Position Opening

Doylestown Branch

Title: Branch Assistant – part-time.

Date Posted: October 21, 2021

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

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. Assists with various branch programs.

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.

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

Ability to work a flexible schedule including evenings and weekends 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.

Pay Rate: \$10.00 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 mailed to: Human Resources, Wayne County Public Library, 304 North Market, Wooster, OH 44691 or emailed to jobs@wcpl.info. Please specify the preferred branch location.

Deadline: Applications will be accepted until all positions are 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