

SALEM TOWNSHIP PUBLIC LIBRARY
535 W. PIKE STREET
MORROW, OHIO 45152

Circulation Assistant Job Posting

The Salem Township Public Library is seeking applicants for the position of Circulation Assistant. This is a part-time position of approximately 15-20 hours per week, providing direct customer service to library users. The starting pay range for this position is \$13.50-\$15.00 per hour.

Requirements:

- A high school diploma is required
- Intermediate computer skills
- Ability to pay attention to detail
- Excellent customer service skills
- Ability to work weekends and evenings

Basic duties

- Issue library cards to patrons
- Assist patrons in finding and locating materials within the library
- Provide patron instruction on accessing their library account
- Check out materials to patrons using the library ILS
- Check in returned materials, following procedures to handle any items that are damaged, have missing parts, or belong to other libraries
- Answer directional and reference questions
- Retrieve materials from outside return box
- Assist patrons with computers, copiers, fax service and printing
- Assist patrons who call with questions/concerns
- Receive payments and record their receipt accurately
- Accept book donations as governed by library procedure
- Communicate with fellow staff members to provide excellent customer service
- Shelve books, shelf read, and maintain an orderly presentation of materials
- Perform other tasks as assigned by the Library Director

The closing date for this position is February 24, 2025. Please send a cover letter and resumé to shufeltcr@saalem-township.lib.oh.us.