



Wright Memorial *Public Library*

Job Posting

Circulation Services Associate (Part-Time)

Hours: 15-18 hours/week (includes nights and weekends)

Pay Range: \$12.92 - \$25 DOQ

To ensure success, Wright Memorial Public Library employees must be adaptable, innovative, with the ability to self-monitor performance, further the organization's mission, solve problems, participate actively in teams, provide excellent customer service, and communicate well with patrons, peers and supervisors.

SUMMARY OF RESPONSIBILITIES

Connects library patrons to information, entertainment, technology, and culture through library services, programming, readers' advisory, and general assistance. Some evenings and weekends are required.

JOB RESPONSIBILITIES:

- Assists patrons in making effective use of library facilities and resources, including Circulation Desk functions, interlibrary loan processing, collecting fines, checking materials in and out, readers' advisory, and other assistance.
- Delivers exceptional internal and external customer service, in person, by phone, and online.
- Promotes the library and the use of its resources to the community, including supporting community events, distributing flyers and brochures, and assisting with displays.
- Assists with troubleshooting patrons' basic technology issues with computers and personal devices.
- Assists with programs to promote library resources and meet community needs.

QUALITIES OF THE IDEAL CANDIDATE

- High school diploma or GED.
- Exceptional internal and external customer service and interpersonal skills, with 1 year of customer service experience; library experience preferred.
- Ability to work independently, using sound judgement and strong critical thinking skills
- Detail oriented
- Proficient using basic technology, with demonstrated ability in Microsoft Office software and Internet searching.
- Ability to multi-task, with strong verbal and written skills.
- Collaborative, creative, and organized, with demonstrated ability to work in a close team environment.

SALARY RANGE: \$12.92 - \$25 DOQ.

DEADLINE: Applications and resumes will be accepted until 5/31/2022. To apply, send completed [application](#) and resume to Sarah Uchic at uchic@wrightlibrary.org or to Sarah Uchic, Wright Memorial Public Library, 1776 Far Hills Avenue, Oakwood, OH 45419.

Wright Library is an Equal Opportunity Employer.