



**Wayne County Public Library
West Salem Branch**

Position Opening

Title: Branch Assistant - **West Salem**

Date Posted: July 28, 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 and closing the library, cash register operation, processing daily delivery of library materials, providing reference services, and assisting patrons in the general use of the library and its equipment.

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. Schedule will include evening and/or weekend 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.

Pay Range: \$10 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 dropped off at any branch location; mailed to Human Resources, Wayne County Public Library, 304 N. Market, Wooster, OH 44691; or emailed to jobs@wcpl.info.

Deadline: Applications will be 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