Wayne County Public Library
Doylestown Branch

Position Opening

Title: Branch Assistant - ==Doylestown Branch==   *Date Posted:* July 17, 2024

Job Responsibilities: Under general supervision, the Branch Assistant charges library materials in and out, assists with routing and shelving materials, collects fines, 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. May provide programs and/or conduct story time at various outreach locations, and within the branch.

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. Must be able to properly lift up to 50 lbs.

Working Conditions: Part-time, 20 hours per week with 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.

Starting Pay: **$12.90 per hour.**

Application Procedure: Application forms 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 will be accepted until the position is filled.