



Library Assistant Position

Library Assistants are a vital part of the services provided by the library. Primary job responsibilities include circulation desk duties, assisting patrons with materials and services, shelving materials, and helping with library programs.

Qualifications for this position include: a High School Diploma or GED Equivalent. Experience in Library Setting is preferred. Computer knowledge is required. The ability to navigate technology including social media programs is preferred. This position may require heavy lifting and physical strength.

Successful Library Assistants have skills in:

- **Active Listening:** Understand the needs of patrons and following the direction of supervisors.
- **Public speaking:** Speak in a friendly and professional manner while making eye contact and using a proper tone.
- **Interpersonal Skills:** Demonstrate strong listening skills and working with patrons and coworkers in a diplomatic manner.
- **Reading Comprehension:** Possess the ability to understand work-related documents as well as the nature of the materials of the library.
- **Technology:** Ability to learn new technology both used for work purposes and supporting patrons who use public technology within the library.

Position requirements include:

- Availability to work a typical schedule of 24-28 hours per week, with the understanding that more hours may be required to maintain library operations.
- Commitment to work evenings and Saturdays based on library hours.
- Willingness to join a strong team and adapt to the positive culture of the library.

Compensation: This position pays \$15.00 per hour.

Probationary Period: The successful candidate will be evaluated after a 90-day probationary period.

Benefits include participation in the Ohio Public Employees Retirement System, paid vacation and sick time.

Send resume and cover letter to:

Dan Baldwin, Interim Director
117 E. Elm Street
Wauseon, OH 43567

Or email to:

dbaldwin@seolibraries.org

Deadline for applications will be June 3, 2024.