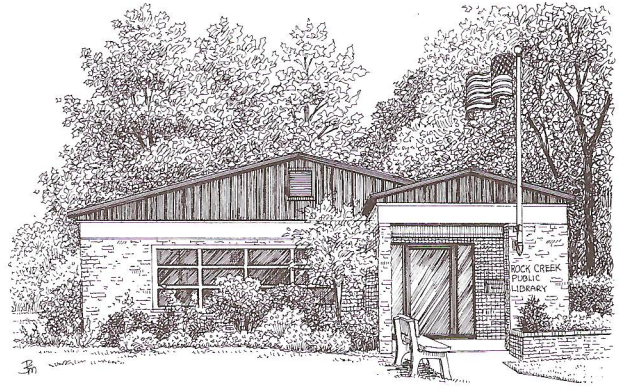


Rock Creek Public Library

2988 High Street • Rock Creek, OH 44084

440-563-3340

Fax: 440-563-9566
www.rockcreek.lib.oh.us



Part Time Circulation Clerk

(average 28 hours/week)

Application Deadline: Monday, July 17, 2023

Approximately 28 hours per week @ \$14.50 per hour

Rock Creek Public Library is seeking an energetic and customer service minded individual to join our team. This part time Circulation Clerk works directly with the public, providing frontline assistance to library users. Candidates must have enthusiasm for libraries and for offering proactive customer service to patrons of all ages. The ideal candidate will be able to use circulation and catalog software. The candidate must have the ability to maintain a positive rapport with patrons of all ages as well as the ability to keep up with rapidly changing services and technologies.

Responsibilities and Duties:

- Maintains a professional and courteous attitude with the general public, both in person and by telephone, including assisting the public with questions related to library services, technology, and collections
- Charges/discharges materials, issues library cards, reserves items, and answers patron account questions
- Performs basic title and author searches for patrons and assists patrons in locating materials
- Performs general “housekeeping” duties to ensure collections and furniture are properly maintained in an orderly and attractive fashion
- Performs opening and closing procedures as needed
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of and enthusiasm for libraries and the services they provide to the public
- Ability to resolve patron issues tactfully and courteously
- Working knowledge of basic technology and the ability to troubleshoot simple technology
- Previous knowledge of Library Systems or work experience in libraries is preferred
- Willingness to develop skills and library knowledge through on-the-job training, classes, or online tutorials
- Must be flexible and have a sense of humor when dealing with day-to-day issues
- Ability to communicate effectively

Qualifications & Requirements

- Must be 18 or older
- Must be able to lift, move or carry up to 25 lbs. and to stand for long periods of time
- Must be able to successfully pass a criminal background check

Send cover letter and resume by July 17, 2023 to:

director@rockcreekpl.org

OR mail to:

Director
Rock Creek Public Library
2988 High Street
Rock Creek, Ohio 44084