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**EMPLOYMENT OPPORTUNITY:** Library Assistant: Technical Services Department

**Date:** July 3, 2024

**Hours:** Full-time (35 hours)

**Starting Salary** 13.50/hour; Starting compensation depends on qualifications and experience.

### **ABOUT THE LIBRARY**

Since 1903, the Barberton Public Library has been an essential community asset. We offer a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary health, dental, and life insurance benefits, and retirement through the Ohio Public Employees Retirement System (OPERS). The Library supports continuing education for all staff members.

Come join our team! The Barberton Public Library is seeking qualified candidates for the position of Library Assistant in the Technical Services Department. The position is full-time (35 hours per week) and works a flexible schedule. The schedule may include evenings and weekends.

### **JOB RESPONSIBILITIES**

- Processing and labeling library materials for inclusion in the collection in a timely fashion
- Cleaning, repairing, and maintaining library materials
- Accepting deliveries, unpacking boxes, and checking invoices
- Working daily in Microsoft Office (Excel), and Sirsi/Dynix Workflows
- Contributing to the overall effectiveness of the department
- Answering phones, taking messages, and assisting in other departments as needed
- Participating in library committees and projects as needed

### **QUALIFICATIONS**

- Excellent communication skills
- Strong attention to detail
- Experience using computers with a high rate of accuracy
- High school diploma or equivalent is required; some college is preferred
- Previous library experience is preferred

### **APPLICATION PROCESS**

The position is open until filled, but applicants applying by July 24, 2024, will receive first consideration. Library employment applications are available at [www.barbertonlibrary.org/employment](http://www.barbertonlibrary.org/employment)) or at the Customer Service desk. Please complete an employment application and return with a cover letter and resume to:

**Barberton Public Library**

**Attn: Ann Hutchison, Director**

**602 West Park Avenue**

**Barberton, OH 44203**

**Or email to: [employment@barbertonlibrary.org](mailto:employment@barbertonlibrary.org)**



THE BARBERTON PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER