



16 hr - Part-Time Position

Application Deadline: Applications received by December 21st will receive first consideration. Position will be advertised until filled.

Position Title: Adult Services Assistant
Classification: Library Assistant III
Hours /FLSA status: Non-Exempt Part-time 16 hours per week. Must be able to work a varied schedule, including mornings, afternoons, evenings, and weekends.
Location: Middlefield
Starting Hourly Wage: **\$13.89 hourly**
Reports to: Head of Adult Services/Assistant Manager

Position Summary: Provides direct reference and reader's advisory service to the public and contributes to Adult Services support activities, including collection development, weeding, and programming. Provides assistance and training to the public on e-content and devices

Essential Job Functions: This list is illustrative, but not exhaustive for this position.

- Provide direct research assistance to the public in person, by phone and online using print and digital sources. Help public locate library materials to read, listen to, or view.
- Instruct the public in use of library resources, such as the library catalog, internet, computers, databases, digital services, and e-content devices both individually and in groups.
- Request materials for patrons from sources outside the GCPL system.
- Perform collection duties, assist in weeding and displaying adult materials.
- Assist with selection, budgeting and plan and implement adult programming.
- Assist with scheduling and publicizing adult library programs.
- Create and implement adult programs, including technology classes.
- Facilitate library book discussion groups. Engage in continuing education and professional development. Participate in reference training exercises and staff development.

Minimum Knowledge, Skills, Abilities and Other Characteristics:

- General knowledge of the library and literature.
- Strong competence in computer skills and online resources and the ability to learn and work with a variety of new technologies.
- Excellent customer service and communication skills.
- Able to work with people of all ages including staff, volunteers, and the general public.
- Ability to teach adult learners in both the classroom setting and one-on-one.
- Willingness and adaptability to work in a changing work environment.

Minimum Education, Experience, and Licensing Requirements:

- Bachelor's Degree.
- Reliable transportation to work and job related functions.

Physical Requirements:

- Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, and office equipment.
- This position requires alternate standing, sitting, and walking.
- Must be able to bend, reach, and have the ability to lift up to 10 pounds routinely and 40 pounds or more occasionally.
- Able to read computer screens and print materials, and hearing sufficient to listen to and understand patrons in person and on the phone.

If interested provide: Resume, work references and Geauga County Public Library application.

Application available online at: <http://divi.geaugalibrary.net/28458-2/career-opportunities/>

Apply Online: **GCPL.recruiting@geaugalibrary.net**

Geauga County Public Library – Administrative Center

12701 Ravenwood Drive, Chardon, OH 44024

Posting date 12/12/2018