



20 hr - Part-Time Position

Application Deadline: Position will be advertised until filled.

Position Title: Adult Services Assistant
Classification: Library Assistant III
Hours /FLSA status: Non-Exempt Part-time 20 hours per week. Must be able to work a varied schedule, including mornings, afternoons, evenings, and weekends.
Location: Geauga West
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 weeding and programming. **Provides technical computer 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: 10/7/21