

**ELYRIA PUBLIC LIBRARY
EXTERNAL POSITION POSTING
08/23/2021**

Job Title: Assistant Librarian – Part Time

Initial Assignment: South Branch

Immediate Supervisor: Small Branch Manager

Positions Supervised: None

Effective Date: Immediately

JOB RESPONSIBILITIES:

Performs a variety of paraprofessional library services in conjunction with fulfilling the educational, recreational and informational needs of the small branch community. Promotes library services to the small branch community.

QUALIFICATIONS:

- With required direction of the Small Branch Manager, provide programs and reference service for all age groups: pre-teen, children, teens, adults and seniors.
- Advocate for STEM resources.
- Excellent customer service skills.
- Interpersonal skills and ability to communicate properly with the patrons, co-workers and the managers of the library.
- Answer a variety of routine and complex reference questions by phone, in person, by written or electronic communication.
- Assist patrons on the selection, organization and interpretation of library materials.
- Assist in the implementation of programs both in the library and in the community under the direction of the Small Branch Manager.
- Assist in creating and distributing appropriate promotional materials.
- Bachelor's Degree.
- Work attendance will be considered.

Hours: 20 hours per week, including evenings & weekends

Pay rate: \$14.85 per hour

Current rate for a lateral move.

Full description is available on the EPLS web site.

Apply to HR Coordinator at apply@elyrialibrary.org

EOE Drug Free Workplace