

ELYRIA PUBLIC LIBRARY

Job Title: Assistant Librarian – Part Time 20 hours

Initial Assignment: South Branch

Immediate Supervisor: Small Branch Manager

Positions Supervised: None

JOB RESPONSIBILITIES:

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

QUALIFICATIONS:

- Advocate for STEM resources.
- 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
- 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 System Coordinator or Department 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: \$16.11 per hour

Current rate for a lateral move.

Full description is available on the EPLS training site.

Apply to HR Coordinator at apply@elyrialibrary.org EOE Drug Free Workplace