

Perry County District Library

Equal Opportunity Employer

Job Posting

(Internal/External)

October 28, 2019

Position: **Reference/Adult Services Assistant**
Position Status: Part-time (15 to 29.5 hours per week as scheduled)
Will include evening and weekend hours.

Immediate Supervisor: Reference Librarian/Teen & Adult Services Coordinator

Pay Range: starts at \$ 10.00 per hour

Job Qualifications:

- At least two years college or two years relevant library experience;
- Accurate keyboarding skills;
- Technology skills and knowledge of basic software (including Microsoft Office);
- Experience working with the public preferred.

Position Description:

The successful candidate will be in the Reference/Adult Services department of the main library in New Lexington. Duties of this position include (but are not limited to) conducting reference interviews and providing reference assistance using the library's print and electronic resources, assisting patrons with technology use and troubleshooting issues with various tech devices, and assisting with planning and implementing library programs for adults.

Complete job description is available upon request.

Resumes should be submitted to:

Perry County District Library, 117 S. Jackson Street, New Lexington, OH 43764

Or emailed to mmarolt@pcdl.org