

# **EMPLOYMENT OPPORTUNITY**

*Branch: Sardinia Library  
Position: Library Assistant  
15 Hours/Week  
Available: August 3, 2017*

## **Details:**

- Perform all Front Desk customer service activities
- Operate/troubleshoot office equipment, including: phones, copiers, printers and fax
- Use technology at intermediate level, including: word processing, spreadsheet and desktop publishing programs (MS Office preferred), email, Internet searching, eBook readers, tablets and other devices
- Provide instructions and assistance for using library computers
- Process interlibrary loan materials including packing and unpacking materials
- Substitute for program staff as needed
- Substitute in other branches as needed
- Open/close the Library
- Work a flexible schedule including days, evenings and weekends
- Maintain reliable transportation

## **Physical Demands:**

- Carry, push, pull, or lift up to 30 pounds
- Push and pull fully loaded (50-100 pounds) book trucks
- Stretch and bend to shelve library materials
- Use step stool or step ladder



Applications may be downloaded from the BCPL website ([browncountypubliclibrary.org](http://browncountypubliclibrary.org)) or picked up at any branch location. Please submit completed application, résumé, and references to:

Brown County Public Library                      OR                      [bcpl.bookly@gmail.com](mailto:bcpl.bookly@gmail.com)  
Attention: Sardinia Library Assistant  
P.O. Box 527  
Mt. Orab, OH 45154