



EMPLOYMENT OPPORTUNITY

*Branch: Georgetown
Position: Library Assistant
20 Hours/Week
Available: April 1, 2021*

Details:

- Perform all Front Desk customer service activities
- Operate/troubleshoot office equipment, including: computers, phones, copier, printers, scanners 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 computer instruction and assistance to members of the public
- 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 or lift up to 30 pounds
- Push and pull equipment and fully-loaded (50-100 pounds) materials carts
- Stretch and bend to shelf library materials
- Use step stool or step ladder

Applications received by March 12, 2021 will receive priority consideration.

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

Brown County Public Library
Attention: Georgetown Job Search
P.O. Box 527
Mt. Orab, OH 45154

OR

bcpl.officeassistant@gmail.com