

## **EMPLOYMENT OPPORTUNITY**

**Branch: Fayetteville-Perry (1 opening) and Mt. Orab (2 openings)**

**Position: Library Assistant; 20 Hours/Week**

**Compensation: \$10/hour (minimum); retirement; paid holidays/personal time; more!**

**Available: January 2022**

### **Details:**

- Perform all Front Desk customer service activities
- Operate/troubleshoot office equipment, including: computers, phones, copiers, printers, scanners, fax and locker/materials retrieval system.
- 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 shelve library materials
- Use step stool or step ladder

BCPL application form and references are required; résumé is encouraged. Applications may be downloaded from the BCPL website ([browncountypubliclibrary.org](http://browncountypubliclibrary.org)) or picked up at any branch location.

### **Submit applications to:**

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

**OR** [bcpl.officeassistant@gmail.com](mailto:bcpl.officeassistant@gmail.com)

**\*\*Applications received by January 15, 2022  
will receive priority consideration\*\***



*Business Office*  
P.O. Box 527 - 613 S. High Street

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

[bcpl.bcplinfo@gmail.com](mailto:bcpl.bcplinfo@gmail.com)