



Adult Services Library Aide Part-time 15 hours/week Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a part-time Adult Services Library Aide to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

- Provide outstanding, pleasant, professional customer service to our patrons.
- Provide reference assistance to patrons, including research assistance, in depth searching, digital collection troubleshooting, and specialized reader's advisory service to adults, children, teachers and special groups.
- Actively publicize and promote library materials, services and programs to public and staff.
- Provide assistance with information stations/laptops, supported software, printing services and patron personal electronic devices.
- Perform other responsibilities as apparent or assigned.

Required Skills & Knowledge

- Bachelor's degree.
- Proficiency with PCs, electronic devices and MS Office software.
- One year library experience preferred.
- Strong customer service orientation with one year of experience serving the public.
- Superior working knowledge of traditional and electronic resources including web sites and databases; excellent online searching skills.
- Excellent written and verbal communication skills.
- Collaborative with demonstrated ability to contribute in a team environment, creative, with a good sense of humor.
- Self-motivated, organized, attentive to detail with excellent time management skills.
- Assess patron needs for research or readers advisory through application of effective reference interview techniques.

Compensation & Benefits

- Starting wage is \$15.70 per hour. Participation in the Ohio Public Employees Retirement System ([OPERS](#)).

Schedule of Hours

- 15 hours per week with two evenings a week and alternating Friday/Saturday schedule. Position will require working on Sundays per scheduling guidelines.

Daily Schedule	Hours	Location
Tuesday	5:00 pm – 9:00 pm	Centerville Library
Thursday	6:00 pm – 9:00 pm	Centerville Library
Alternating Friday with Saturday	10:00 am – 6:00 pm	Woodbourne Library
	9:00 am – 5:00 pm	Woodbourne Library

To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to:
Human Resources – **ASLA923WP**, Washington-Centerville Public Library, 111 West Spring Valley Road,
Centerville, Ohio, 45458 or email to HumanResources@wclibrary.info.

- WCPL Application can be found at www.wclibrary.info under Employment

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check