



**Adult Services Library Aide**  
**Part-time 15 hours/week (2 positions)**  
 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 two part-time Adult Services Library Aides 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 \$15.39 per hour. Participation in the Ohio Public Employees Retirement System ([OPERS](#)).

**Schedule of Hours**

Daily Schedule	Position 1 at Centerville	Position 2 at Centerville**
Tuesday	5:00 pm – 9:00 pm	5:00 pm – 9:00 pm <b>WB</b>
Wednesday		6:00 pm – 9:00 pm
Thursday	6:00 pm – 9:00 pm	
Friday 1	10:00 am – 6:00 pm	10:00 am – 6:00 pm
Saturday 2	9:00 am – 5:00 pm	9:00 am – 5:00 pm

15 hours per week with alternating Friday/Saturday schedule. Position will require working on Sundays per scheduling guidelines.

**\*\* Position 2 has scheduled hours at the Woodbourne Library on Tuesday each week**

**To Apply**

To be considered for this position, please submit cover letter, resume *and* WCPL application to: Human Resources – **ASA123WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to [HumanResources@wclibrary.info](mailto:HumanResources@wclibrary.info).

- WCPL Application can be found at [www.wclibrary.info](http://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**