



Library Aide (Part-time 14 hours per week)

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 Library Aide in our Public Services department to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

- Process Search Ohio/Ohio Link requests including paging lists; unpack, check in, and label materials; prepare materials for outgoing requests and returns.
- Perform other clerical tasks including handling incoming/outgoing mail; maintain public bulletin boards; newspapers, etc.
- Provide outstanding, pleasant, professional customer service both in person and over the phone.
- Circulation desk duties, including check-in, check out of materials, placing holds and registration of patrons.
- Answer patron questions, and provide assistance and instruction to patrons on use of the library, library catalog, and other library services.
- Be a strong team player, assisting teammates and performing all sorting, shelving, and other non-patron duties while at the desk.
- Provide basic reader’s advisory to patrons.
- Read and review library communications, email, intranet and manuals.
- Other tasks as assigned.

Required Skills & Knowledge

- Strong customer service orientation with one year of work experience serving the public.
- Excellent verbal communication skills.
- Proven conflict management skills providing win-win resolutions.
- Proficient in computer skills.
- Demonstrated ability to contribute in a team environment, good sense of humor.
- Self-motivated, organized, attention to detail, and productive with excellent time management skills.
- Ability and willingness to meet scheduling requirements.

Compensation

- Starting pay is \$12.44 per hour

Schedule of Hours

- 14 hours per week: Tuesday, Thursday and both Friday and Saturday as listed below

Weekly Schedule	Hours	Library Location
Tuesday	10:00 am – 1:00 pm	Centerville
Thursday	10:00 am – 1:00 pm	Centerville
Friday 1	9:00 am – 1:00 pm	Centerville
Saturday 1	9:00 am – 1:00 pm	Woodbourne
Friday 2	9:00 am – 1:00 pm	Woodbourne
Saturday 2	9:00 am – 1:00 pm	Centerville

- Sundays are required per scheduling guidelines in addition to above, at least 1 Sunday per month

To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to: Human Resources – **LA223**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to HumanResources@wcpl.lib.oh.us.

- WCPL Application can be found at www.wclibrary.info under Employment – please state availability to work on your application

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