



Public Services Admin Position (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 Public Services Admin support in our Public Services Dept. and to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

Perform administrative tasks to ensure the smooth running of the Public Services department including but not limited to:

- Cash responsibilities
 - Reconcile cash register
 - Count, prepare and deliver bank deposit
 - Count money & wrap coins from library equipment
- Mail
 - Process mail & reconcile returned mail
 - Maintain staff mailboxes
 - Meter mail and maintain postage meter
- Shelve holds
- Restock literature racks
- Maintain public bulletin boards
- Maintain Lost & Found including returning patron owned items
- Assist at Public Services Desk as needed
- Answer phone in Public Services workroom and respond to patron requests
- Other tasks as time permits

Required Skills & Knowledge

- High school diploma
- Excellent verbal communication and detail skills
- Strong customer service orientation with at least one year experience serving the public
- Demonstrated ability to contribute in a team environment
- Proficient in computer skills
- Self-motivated, organized, efficient, and productive with excellent time management skills
- Ability and willingness to meet scheduling requirements

Compensation & Benefits

- Starting wage is \$13.07 per hour

Schedule of Hours

- 15 hours per week, 9:00 am – 12 noon Monday to Friday

To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to:
Human Resources – **PSAD925WP**, Washington-Centerville Public Library, 561 Congress Park Drive, Washington Township, Ohio, 45459 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.