



Franklin Library • 44 E. Fourth Street • Franklin, Ohio 45005 • 937-746-2665
Springboro Branch • 125 Park Lane • Springboro, Ohio 45066 • 937-748-3200

EMPLOYMENT OPPORTUNITY

Library Assistant, Full-Time

The Franklin-Springboro Public Library is a library system consisting of two separate library branches that serve a community of over 50,000 residents.

DATE OF POSTING: January 17, 2020

LOCATION: Franklin Library

SCHEDULE: Position requires working some evenings, weekends and holidays when necessary.

POSITION SUMMARY: Performs a variety of standard clerical and paraprofessional duties, including routine library tasks directly related to computerized procedures; acquisitions, including processing new library materials; checking library materials in and out; collecting library fines and fees; issuing library cards; assisting patrons in use of library catalog; answering general public computer questions; assisting patrons with general information and reader advisory needs; responding to routine inquiries regarding library policies and procedures; shelving and straightening materials; repairing materials; and other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Minimum High School Diploma or G.E.D. equivalency; some experience with general clerical skills including typing, filing, and computer skills, or an equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities. Experience working in a public services unit of a public library, proficient in the use of library catalogs and library circulation systems, cataloging and processing library materials experience preferred.

BENEFITS: This is a full-time non-exempt position. The salary range is dependent on qualifications. Benefits include sick and vacation leave, health, dental, and life insurance and membership in the Ohio Public Employees Retirement System.

TO APPLY: Submit a copy of your library application to: Martha Bush, Library Director, Franklin-Springboro Public Library, 44 E. 4th Street, Franklin, OH 45005 or email to bushma@fspl.org.

DEADLINE: Application received before January 22, 2020 will receive preference. Position will remain open until filled.