



EMPLOYMENT OPPORTUNITY

*Branch: Fayetteville-Perry
Position: Library Assistant
20 Hours/Week
Available: August 3, 2021*

Details:

- Perform all Front Desk customer service activities
- Operate/troubleshoot office equipment, including: computers, phones, copiers, printers, scanners, fax and locker/materials retrieval system.
- Use technology at intermediate level, including: word processing, spreadsheet and desktop publishing programs (MS Office preferred), email, Internet searching, eBook readers, tablets, and other devices
- Provide computer instruction and assistance to members of the public
- Process interlibrary loan materials, including packing and unpacking materials
- Substitute for program staff as needed
- Substitute in other branches as needed
- Open/close the Library
- Work a flexible schedule including days, evenings and weekends
- Maintain reliable transportation

Physical Demands:

- Carry or lift up to 30 pounds
- Push and pull equipment and fully-loaded (50-100 pounds) materials carts
- Stretch and bend to shelve library materials
- Use step stool or step ladder

BCPL application form and references are required; résumé is encouraged. Applications may be downloaded from the BCPL website (browncountypubliclibrary.org) or picked up at any branch location. Submit to:

Brown County Public Library
Attn: Fayetteville-Perry Job Search
P.O. Box 527
Mt. Orab, OH 45154

OR

bcpl.officeassistant@gmail.com

****Applications received by July 23 will receive priority consideration****