

EMPLOYMENT OPPORTUNITY

Position: *Customer Service (Library Assistant)*

Hours: *20 per week; some evenings and Saturdays*

Branch: *Mt. Orab*

Compensation: *Wage based upon education, relevant skills, and experience; OPERS retirement; paid leave; and more!*

Available: *May 3, 2022*

REQUIRED : *Customer service and intermediate technology experience and skills*

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
- Open/close the Library

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 available on the BCPL website (browncountypubliclibrary.org) or at any branch location.

Submit applications to:

Brown County Public Library
Attn: Office Administrator
P.O. Box 527
Mt. Orab, OH 45154

OR bcpl.officeassistant@gmail.com



****Applications received by April 29, 2022
will receive priority consideration****

Business Office
P.O. Box 527 - 613 S. High Street

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

bcpl.bcplinfo@gmail.com