

EMPLOYMENT OPPORTUNITY

Position: *Customer Service*

Hours: *20 hours/week; some evenings and Saturdays*

Branch: *Fayetteville-Perry*

Compensation: *Base wage \$12.50 (actual starting wage based upon education, relevant skills, and experience); OPERS retirement (14% match)*

Available: *December 8, 2023*

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

PREFERRED: *marketing/writing, and/or advanced technology experience and skills*

Basic duties include:

- 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 technology assistance to members of the public
- Unpack/pack/ship interlibrary loan 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: Fayetteville Customer Service
P.O. Box 527
Mt. Orab, OH 45154

OR bcpl.officeassistant@gmail.com