

## **EMPLOYMENT OPPORTUNITY**

**Position:** *Program Developer – 2 positions available*

**Hours:** *Part- or Full-time (20-40 hours/week); some evenings and Saturdays*

**Branch:** *Georgetown*

**Compensation:** *Base wage \$13.50 (actual starting wage based upon education, relevant skills, and experience); OPERS retirement (14% match). Full-time employees also receive paid vacation, sick, holiday, and personal leave; and more!*

**Available:** *December 15, 2023*

**REQUIRED :** *Successful programming experience for children, teens, or adults; customer service experience; intermediate technology experience and skills*

**PREFERRED:** *grant writing or fundraising experience; advanced technology experience and skills*

### ***Basic duties include:***

- Plan, implement, and evaluate programs and activities for at least one target age group (young children, teens, or adults).
- Assist in creating marketing for assigned programs and activities.
- 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

### ***Other duties may include:***

- Perform general customer service duties, such as circulating materials to patrons, preparing materials for interlibrary loan, and opening/closing the library
- Research and provide accurate information to library patrons in a timely manner.
- Operate/troubleshoot office equipment, including: computers, phones, copiers, printers, scanners, fax and locker/materials retrieval system.

### ***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 strongly encouraged. Applications available on the BCPL website ([browncountypubliclibrary.org](http://browncountypubliclibrary.org)) or at any branch location.

### **Submit applications to:**

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

**OR** [bcpl.officeassistant@gmail.com](mailto:bcpl.officeassistant@gmail.com)