



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, Part-Time (10-16 hrs/wk)

DATE OF POSTING: December 10, 2021

LOCATION: Franklin Library

SCHEDULE: The Library operates seven (7) days a week and requires staff members to work evenings, weekends, and holidays.

POSITION SUMMARY: The Library Assistant is responsible for providing customer service, including extensive materials and service expertise to assist patrons with item suggestions, reference services, technology assistance, and collection and patron account maintenance. Performs shelving, shifting, and organizing of library materials; maintaining orderliness of shelves, furniture, and displays.

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. Customer service and cash handling experience, preferred. Present the Franklin-Springboro Public Library and its services in a positive manner and adhere to best practices as established by the Library.

BENEFITS: This is a part-time non-exempt position. The salary range is dependent on qualifications. Benefits include vacation leave and membership in the Ohio Public Employees Retirement System.

Interested persons should complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities.

The Franklin-Springboro Public Library is an equal opportunity employer.