



Stow • Munroe Falls
PublicLibrary

3512 Darrow Rd. • Stow, Ohio 44224
Phone: 330-688-3295 • Fax: 330-688-0448 • www.smfpl.org

Job Title:

Public Service Assistant

Full or Part-Time Position:

Part-time

Hours Per Week:

20 hours

Library Statement:

Stow-Munroe Falls Public Library is looking for an employee who is excellent at customer service and passionate about libraries and their roles in communities. Our mission is to provide excellence in library service to all who seek access to information and recreational, educational, and cultural materials of any format. We aim to promote the well-being of the community through programs and cooperative efforts with other community agencies, public and private.

About this job:

Under general direction, the Public Services Assistant performs circulation services.

Duties of a Public Service Assistant include, but are not limited to:

- Check materials out to patrons
- Answer phone and call patrons to resolve issues
- Collect monies
- Issue library cards
- Assist patrons with equipment
- Provide direct service to patrons
- Check materials in
- Shelve items as needed
- Ascertain that all circulation are performed according to priority
- Count money
- Print and reconcile morning reports
- Open and close the department
- Process Clevnet materials
- Check and file registration forms
- Performs additional duties and assignments, as assigned

Required Qualifications:

G.E.D. or a high school diploma

Schedule:

Days, evenings, and weekends.

Pay Range:

Grade 2 (\$13)

The Deadline to Apply:

Applications accepted until position is filled

How To Apply:

Send cover letter, resume, and completed employment application (email preferred) to:

Katie Allen – Human Resource Specialist

kallen@smfpl.org

Stow-Munroe Falls Public Library

3512 Darrow Road

Stow, Ohio 44224

Employment applications are available at the circulation desk of the library or online at:

<https://smfpl.org/about/employment>

No phone calls, please.

The Stow-Munroe Falls Public Library welcomes and values all people and strives to provide an inclusive environment for patrons and staff. We are responsive to the needs of the community, and seek to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status. The Stow-Munroe Falls Public Library is an equal opportunity employer.

Posted on 4/23/2024

This posting is available until 5/20/2024