

AMHERST PUBLIC LIBRARY
JOB POSTING

Job Title:	Circulation Assistant
Immediate Supervisor:	Circulation Manager
Hours:	Monday and Tuesday 2:30pm – 8:30pm and the occasional Saturday and/or Sunday
Pay:	\$10.50 hourly

Are you a detail-oriented, analytical thinker? Do you have excellent customer service experience, and love working with the public? Are you able to learn quickly and adapt as needed? You may be the perfect candidate for our Circulation Assistant position!

The Circulation Assistant staffs the Circulation Desk and works closely with the public. The primary duties of the position include processing materials for check out and return, assisting patrons, answering inquiries in person and over the phone, and other duties as assigned. The position requires the ability to multi-task and learn quickly.

The ideal candidate will have comfort and speed using a computer, be detail oriented, have knowledge of standard office equipment, possess excellent customer service skills, and be able to work both independently and with others. Prior library experience is preferred, but is not required. 18+ only, please.

Education requirements: High school diploma required, college a plus

Physical requirements: Ability to stand for long periods of time, ability to lift at least fifty pounds, ability to bend, kneel and reach

To apply for this position, visit the “Employment Opportunities” section of the Amherst Public Library to access our employment application. Send the completed application, along with a resume and cover letter, to circ@amherstpubliclibrary.org or mail to:

Amherst Public Library
Attn: Circulation Manager
221 Spring Street
Amherst, OH 44001

No phone calls, please.