

Amherst Public Library

JOB POSTING

The Amherst Public Library is currently hiring for the following position:

Public Service Associate/Full-Time

This position answers to the Department Managers

Starting pay is \$14.70/ hour

Benefits include: 12 paid holidays, vacation, sick & personal time. Health benefits option with an employee cost of 20% of the premium. Ohio Employees Retirement System position

Education/Experience

Bachelor's degree or primary school experience/public library experience in Youth Services

Knowledge/Skills

Ability to create imaginative & innovative story time themes & children's programs

Superior customer service skills

Skilled in or have knowledge of various devices, office equipment and software applications

Detail oriented & ability to multi-task

Excellent verbal, written, & problem-solving skills along with the value of teamwork

Commitment to continued skill and knowledge development

Job Responsibilities

Plan, organize & present programming, summer reading and events for children and young adults

Working the information desk in various departments

Help patrons find information by using print and/or online resources

Aid patrons in the use of computers, copiers, faxing and software applications

Aid patrons at the Circulation Desk by checking in/out materials, collecting fines, and working with shelving staff to locate and maintain materials

Additional duties and projects as assigned by a supervisor, depending on library need (May include collection maintenance, etc.)

Must be available to work evenings and weekends.

Applications are available on the library website. Please submit, along with a resume, to the following email: employment@amherstpubliclibrary.org

No Phone Calls Please

1-22-2025