

Amherst Public Library

JOB POSTING

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

Public Service Associate/Part-time

This position answers to the Department Managers.

Starting pay is \$14.70/ hour

Benefits include: 12 paid holidays, vacation, sick & personal time.

Ohio Employees Retirement System position

Education/Experience

Bachelor's degree or 3 years of experience in a public library or related field

Knowledge/Skills

Superior customer service skills

Working knowledge of current social media platforms

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

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 needs. (May include story times, collection maintenance, etc.).

Must be available to work evenings and weekends. This position is also required to pick up open shifts (on occasion) when other staff members are ill or on vacation.

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

No Phone Calls Please

01-08-2025