

Hubbard Public Library
436 W. Liberty St.
Hubbard, OH 44425

Phone: 330-534-3512

Web: www.beyond-books.org

Job Opportunity:

Position: Adult Services Assistant

- Part-Time, including some evenings and weekends.
- \$13.15 an hour.

Reports to: Adult Services Supervisor

Minimum Qualifications: College degree and some library experience preferred.

Required Knowledge and Skills:

- Ability to effectively communicate with and serve patrons of all ages. Must present a warm, welcoming image.
- Willingness to gain knowledge of all types of library materials, equipment, and services.
- High level of dependability and willingness to accept responsibility.
- High degree of analytical ability to understand and solve unusual and difficult reference questions.

Essential Duties and Responsibilities:

- In the absence of the Director, and Department Supervisors, assumes responsibility for the library.
- Provides reference service by using in-house and CLEVNET resources to fill patron requests; reserves materials as needed.
- Assists and instructs library patrons in the use of library materials, services, and equipment, especially public use computers.
- Makes recommendations for material purchases based on patron interests and requests.
- Assists with collection maintenance and weeding.
- Creates library displays and programs as assigned.
- Assists with outreach activities and home delivery service; may select for one or more home delivery members and maintain reading history.
- Performs other related duties as required.

Effort Required:

- Considerable mobility for moving around the library when providing public service or supervising library activities.
- Manual dexterity for accessing public access catalogs, electronic databases, and other reference tools.
- Agility and strength for retrieving library materials (from near floor level to 90 inches high), loading computer paper, changing computer cartridges, pushing loaded book trucks, and lifting and carrying of book totes and similar weights up to 25 lbs.
- Must be able to travel offsite for workshops, conferences, etc.
- Alertness to patron needs and ability to concentrate on the task at hand despite frequent interruptions.

Submit cover letter, resume, and references (including contact information) to:

Nate Dempsey, Adult Services Supervisor
436 W. Liberty St.
Hubbard, OH 44425
nate@beyond-books.org
330-534-3512 ext. 2

Application Deadline: open until filled.