

## **Eldorado/West Manchester Branch Library Assistant**

**Starting Salary:** \$9/hour

**Hours:** 25 hrs per week

**Benefits:** Paid professional training, educational reimbursement, vacation and sick time, mileage reimbursement, no library fees, etc.

**Supervisor:** Branch Manager

### **Preferred Qualifications:**

- Familiarity with Library Work
- Outgoing personality
- Good computer/technology skills (computers, tablets, etc.)
- Familiarity with Preble County
- Ability to work as a team with Supervisor
- Work well with children, tweens, and teens
- Ability to lift 30 lbs.

### **Position Description:**

- Provide consistently excellent customer service
- Circulation functions (checking materials in and out for patrons) and other general library work
- Assist Branch Librarian with other duties as assigned
- Assists other branches/departments, as needed
- Other duties as assigned

Preble County District Library is an Equal Opportunity Employer. American Libraries subscribe to the democratic American Library Association Bill of Rights which emphasizes serving all people and all viewpoints.

Please send application to Director Lauren Robinson, [laurenr@preblelibrary.org](mailto:laurenr@preblelibrary.org).