

Library Transit Specialist

Starting Salary: \$10/hour

Hours: 29 hours/week

Schedule:

Monday – Thursday (6 hrs)

9am–3pm

Friday (5 hrs)

9am-2pm

Benefits: Paid professional training, educational reimbursement, vacation and sick time, mileage reimbursement.

Supervisor: Director

Preferred Qualifications:

- Familiarity with library work
- Good computer skills
- Ability to lift 30 lbs.

Position Description:

- Serving Every Ohioan (SEO) is a library consortium that allows libraries, 93 at time of posting, across Ohio to share materials. The Library Transit Specialist receives all materials that are sent to the Preble County District Library through SEO. The Library Transit Specialist sorts the materials that are received through SEO, and prepares the materials to be distributed throughout PCDL. In addition to receiving items from SEO, the Library Transit Specialist will receive items from within the Preble County District Library to be sent to SEO participating libraries. Those items are sorted and packaged to be sent through statewide delivery.

Job Duties:

- Process and distribute SEO requests (books, DVDs, video games, CDs, audiobooks, etc.).
- Work cooperatively with Administrative Assistant and other office staff to ensure timely and accurate delivery of SEO materials to patrons and their lending institutions.
- Receive and pack all transit items (SEO & PCDL)
- Contact SEO when needed.
- Answer telephone calls from public and forward or answer questions as needed when Administrative Assistant is unavailable.
- Positive team work attitude necessary for office environment.
- Maintain a clean working environment and organization of materials.
- Cooperate with custodial staff to keep office clean.
- Additional tasks 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 job application, cover letters, resumes, and references to pcdl@preblelibrary.org.