



217 Broadway East Granville, OH 43023 740-587-0196 GranvilleLibrary.org

GRANVILLE  
PUBLIC  
LIBRARY

## **JOB OPENING – PUBLIC SERVICE ASSISTANT**

The Granville Public Library is seeking service-oriented and enthusiastic part-time Public Service Assistant. This position primarily provides customer service to library patrons by checking in and checking out materials, registering new patrons, assisting with the maintenance of patron accounts, answering basic reference and directional questions, and forwarding other requests to the appropriate departments. Other job duties may be mending items in need of repair and processing new library materials, shelving library materials and maintaining the collection.

This position requires a flexible schedule that includes evening and weekend hours. Flexibility in meeting the library's scheduling needs is necessary. The rate of pay is \$10 per hour with paid holidays, sick leave and vacation time. Participation in Ohio Public Employees Retirement System (OPERS) is required.

The ideal candidate must have a high school diploma or GED. Experience in a library environment and/or experience in a position providing a high level of customer service is desired.

The schedule for this position is as follows:

Mondays: 2:30-8  
Wednesdays: 2:30-8  
Thursdays: 9:00-2:30

Every other Friday/Saturday, plus one Sunday a month. Job is open until filled.

Apply via our web site: [www.granvillelibrary.org/employment](http://www.granvillelibrary.org/employment)

Apply by email: [acarroll@granvillelibrary.org](mailto:acarroll@granvillelibrary.org)

Apply by mail: Granville Public Library  
Attn: Anita Carroll, Director  
217 E. Broadway  
Granville, OH 43023

*A complete job description and application for employment can be found at  
[www.granvillelibrary.org/employment](http://www.granvillelibrary.org/employment).*