

# Stow-Munroe Falls Public Library

## Public Service Assistant Circulation Department

G.E.D or High school diploma required  
No previous experience required

Start pay: \$11.15/hour, 20 hours/week

Duties of a Public Service Assistant include, but are not limited to:

- Checking materials out to patrons
- Answering phone and call patrons to resolve issues
- Collecting monies
- Issue library cards
- Assisting patrons with equipment
- Providing direct service to patrons
- Checking materials in
- Reshelving audiovisual materials and new books
- Checking and filing registration forms
- Ascertaining that all circulation duties are performed according to priority
- Counting money
- Printing and reconciling reports
- Opening and closing the department
- Processing Clevnet items
- Performing additional duties as assigned

This position requires ability to:

- Present a positive, professional image to the public
- Interact and communicate appropriately with patrons and staff
- Develop and maintain effective working relationships with the Director and co-workers
- Work independently with frequent interruptions
- Pay attention to detail
- Communicate effectively in written and oral form
- Maintain confidentiality
- Work flexible hours
- Basic knowledge of computers and office equipment

**Schedule:** Includes daytime, evenings, and weekends.

Please submit a letter of interest and application to Kelly Knapp at [kknapp@smfpl.org](mailto:kknapp@smfpl.org). **No phone calls, please.**

Applications accepted until Thursday, November 11, 2021 or position is filled.

The Stow-Munroe Falls Public Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.