



40 NORTH MAIN STREET  
NILES OH 44446

## McKINLEY MEMORIAL LIBRARY

PHONE (330) 652-1704  
FAX (330) 652-5788

### POSITION AVAILABLE

McKinley Memorial Library has an immediate opening for an energetic and motivated addition to our dynamic team. The successful candidate will impact our community directly by providing library services in a busy public library. McKinley Memorial Library is located in a presidential memorial, which also houses a museum and auditorium. McKinley Memorial Library and Museum actively work together to engage the community in joint events for all ages. The library encourages professional development, and is supported by an active and generous Friends of the Library organization.

**JOB TITLE:** Full-Time Circulation Assistant

**DATE:** February 14, 2020

**HOURS:** Full-time, 40-hour work week, including evenings and weekend hours

**SALARY:** \$10.23/hour with an excellent benefits package, including 10 days of paid vacation per year, excellent health, dental, vision, and life insurance, sick time, and paid holidays

**DUTIES & RESPONSIBILITIES:** Providing direct library services in an environment committed to excellent public service, including effectively communicating both in person and over the phone, assisting patrons by processing library card applications, checking in and out materials, accurately processing fines and fees, shelving materials, processing daily deliveries, creating displays, and performing a variety of clerical tasks. Attention to detail is extremely important. A copy of the job description is available at [www.mcklib.org/employment](http://www.mcklib.org/employment).

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Excellent customer service skills; ability to work independently and in a team environment; and strong communication, writing, decision making, and technology skills. A high school diploma is required. Must pass a background check.

**DEADLINE:** Applications and resumes received by August 9, 2021 will receive first consideration.

If you have an interest in this position, please email a cover letter, resume, and three professional references to [employment@mcklib.org](mailto:employment@mcklib.org).

**McKINLEY MEMORIAL LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**