



McKinley Memorial LIBRARY

PUBLIC LIBRARY OF NILES

40 North Main Street, Niles, OH 44446

■ Phone (330) 652-1704 ■ Fax (330) 652-5788 ■ www.mcklib.org

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. We are looking for someone who enjoys working with the public in a fast-paced environment with a variety of job duties. The library encourages professional development, and is supported by an active and generous Friends of the Library organization.

JOB TITLE: Part-Time Circulation Assistant

DATE: March 13, 2023

HOURS: Part-time, approximately 24-hour work week, evenings and rotating Fridays/Saturdays

SALARY: \$12.25/hour

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.

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 March 20, 2023 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.

McKINLEY MEMORIAL LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER