

**North Canton Public Library
Library Associate – Children's Department**

The North Canton Public Library is looking for a friendly, engaging, and motivated professional with a deep commitment to customer service to assume the position of library associate in its Children's Department. The successful applicant must be enthusiastic about the development of cutting-edge children's programming, continually seek ways to improve upon the Library's services to its community, and work as a team player to enhance the Library's work culture of kindness, respect, and integrity among staff.

Job Title: Library Associate – Children's Department

Education: Four Year College Degree from Accredited University

Hours: Part Time (25 Hours Per Week), including evening and weekend hours; regular Sunday shifts during the school year and frequent weekday afternoon availability for after-school programming

Salary: \$14.40 per hour (entry rate)

Immediate Supervisor: Children's Department Head

Responsibilities:

- Proactively provides outstanding customer service to library users of all ages and backgrounds
- Provides programs, presentations, and training to patrons and other organizations, in the Library, and in the community
- Interviews, researches, and answers questions from patrons in person, via phone, or through email correspondence
- Assists in developing and maintaining a high-quality collection based on community needs, usage levels, and relevance of materials which includes (but is not limited to) shelf reading, putting away materials, verifying items as listed, and inventory
- Evaluates materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to library guidelines
- Initiates, plans, and delivers children's programs to increase awareness of library resources and encourage library use, including regular after-school programming on weekday afternoons
- Recommends materials based on patrons' interests
- Assists patrons with basic troubleshooting of common software products, operating systems, browsers, and other technologies associated with library services (including handheld devices, e-Readers, laptops, tablets, etc.)

Qualifications and Requirements:

Ability to work independently, be organized, and multitask. Ability to helpfully communicate with the public to determine customer needs. Ability to use and understand technology. Ability to analyze needs and situations. Ability to make sound decisions. Ability to work well with others and to promote positive staff and community relations. Ability to follow verbal and written instructions. Ability to follow and apply library procedures and policies. Must be able to maintain a schedule that includes regular Sunday shifts during the school year and frequent weekday afternoon hours. Must be able to lift, carry, push, and pull 40 pounds. Must be able to bend and reach. Must be able to communicate effectively in English, both orally and in writing.

The preceding statements provide an overview of the job responsibilities and shall not be construed as an all-inclusive statement of duties, responsibilities, or requirements. It does not limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. Additional related duties may be assigned.

Applications will be accepted until the position is filled. Please submit a resume including three reference contacts, and a completed job application to Kayla Moles, HR Manager/Deputy Fiscal Officer at kmoles@northcantonlibrary.org.