

Dr. Samuel L. Bossard Memorial Library/Gallia County District Library

Job Posting

Date Posted: March 12, 2024
Dates of posting: March 12, 2024 – March 22, 2024

Position: **Circulation Clerk**

Position Type: Non-Exempt

Location: Dr. Samuel L. Bossard Memorial Library

Department: Circulation

Reports To: Circulation Manager

Pay Rate: Minimum starting rate of \$12.78 per hour

Schedule: 20-28 hours per week, with work schedule to be determined based on the scheduling needs of the Library.

Must be able to meet the flexible scheduling needs of the Library.

General Summary of Position

The Circulation Clerk greets and directs library patrons, uses a computer to compile patron records, charges and discharges library materials in accordance with established library policies and procedures while being responsive to customer needs in a consistent, friendly, and professional manner.

JOB RESPONSIBILITIES: see job description

Required Qualifications:

- High School Diploma or equivalent
- Demonstrated customer service experience; Strong interest in reading and library services. Must successfully pass background check.

Interested applicants should obtain an application and job description from Bossard Library (7 Spruce Street, Gallipolis) or online at www.bossardlibrary.org.

Completed application must be postmarked by March 23, 2024 and mailed to:

**Debbie Saunders, Library Director
Bossard Memorial Library
7 Spruce Street
Gallipolis, Ohio 45631**