



Job Advertisement

Defiance Public Library System

Circulation Assistant at Defiance Public Library

- 20 hours / week
- Starting range \$11.36 - \$12.06

Main Library:

Defiance Public Library
320 Fort St.
Defiance, OH 43512
ph. 419-782-1456
fax. 419-782-6235

Branches:

Johnson Memorial Branch
116 W High St.
Hicksville, OH 43526
ph. 419-542-6200
fax. 419-542-1015

Sherwood Branch Library
117 N Harrison
Sherwood, OH 43556
ph. 419-899-4343
fax. 419-899-3479

www.defiancelibrary.org

Be part of Defiance Public Library's Circulation Department. Circulation Staff are the first people the public see when they enter the main floor of the Defiance Library. We are looking for someone who is professional to welcome library patrons when they enter, check books in and out, and more.

DUTIES:

The Circulation Assistant is responsible for staffing the public circulation desk, carrying out circulation functions, answering the phones, and assisting in shelving library materials along with other circulation tasks. Evening and weekend hours will be required.

QUALIFICATIONS:

Great people skills and enthusiasm for working with the public. An even-keeled temperament and skill handling the unexpected. Ability to work both as part of a team and independently. Comfort with written and oral communications. Comfort using computers. Ability to maintain confidentiality. Must be 18+ years old and have at least a high school diploma and minimum of one year library or customer service experience.

Email a **cover letter, resume, and a completed library application** to jobapp@defiancelibrary.org on **or before midnight on Wednesday, June 8.**

Applications can be found at <https://www.defiancelibrary.org/careers/>.

The Defiance Public Library System is an equal opportunity employer.