

**ELYRIA PUBLIC LIBRARY  
EXTERNAL POSITION POSTING  
02/01/21**

Job Title: Head Page – 20 hours

Initial Assignment: Central

Immediate Supervisor: Circulation Manager

Positions Supervised: None

Position effective: Immediately

**JOB RESPONSIBILITIES:**

- Work at the circulation desk when needed.
- Sort and deliver the daily mail.
- Sort and shelve books and other library materials.
- Ensure maintenance of shelves, shift and straighten materials as needed.
- Clear work tables of unused items.
- Package materials for delivery to other libraries.
- Retrieve storage materials upon request. Retrieve materials for patrons upon request.
- Assist with daily opening and closing of the library on weekends and when Maintenance staffs are not working.

**QUALIFICATIONS:**

- High school diploma or GED equivalent.
- One to two years of related work experience.
- Effective verbal and written communication with a variety of individuals.
- Ability to arrange items into alphanumeric and/or subject order.
- Establishing and maintaining good customer relations with internal and/or external “customers”.
- Recognize and set priorities, multi-task and maintain professional demeanor in stressful situations.
- Use of general office equipment.
- Work attendance will be considered

Hours: 20 hours per week, including evenings & weekends

Starting Pay rate: \$10.73 per hour

Full description is available on the resource page  
Apply to HR Coordinator at [apply@elyrialibrary.org](mailto:apply@elyrialibrary.org)  
EOE Drug Free Workplace