

**ELYRIA PUBLIC LIBRARY
EXTERNAL POSITION POSTING**

Job Title: Library Technician II 20 hours

Initial Assignment: West River

Immediate Supervisor: Circulation Manager

Positions Supervised: None

Position effective: Immediately

JOB RESPONSIBILITIES:

- Provides necessary clerical support for department and may provide training and assistance to lower level technicians.
- Check-in and check-out library materials to patrons.
- Provide information to patrons and collect fines for overdue/lost materials.
- Assist patrons in locating material and placing patron holds in the small branches.
- Process patron holds.
- Shelve library materials.
- Answer phones and provide requested information or direct calls to appropriate source.

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.
- The use of computer hardware and software.
- Establishing and maintaining good customer relations with internal and/or external “customers”.
- 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

Current rate applies for a lateral move.

Full description is available on the resources page.
Apply to HR Coordinator at apply@elyrialibrary.org
EOE Drug Free Workplace