

**ELYRIA PUBLIC LIBRARY  
EXTERNAL POSITION POSTING  
3/10/21**

Job Title: Library Technician II 20 hours

Initial Assignment: Keystone

Immediate Supervisor: Branch Manager

Positions Supervised: None

Position effective: 3/1/21

**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

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