

# **JOB OPENING**

## **LIBRARY ASSISTANT III**

Part time (20 hours per week) position available at the Fairfield County District Library. Candidate must have completed high school and have intermediate computer knowledge. The person hired for this position must be able to work a flexible schedule (including some evenings and weekends), maintain a good attendance record and be punctual, follow instructions and be accurate working with details. This position will travel between the Bremen-Rushcreek Memorial Branch Library in Bremen, Ohio and the Johns Memorial Branch Library located in Amanda, Ohio.

Library Assistant will work as part of a team to provide the highest quality of public library service by providing excellent customer service, including: keeping customer accounts up-to-date; answering basic directional questions; helping customers locate materials in the library; helping to maintain orderly collections of materials in a variety of formats; and assisting customers with library equipment.

Interested applicants may pick up an application at any Fairfield County District Library location or online at <http://www.fcdlibrary.org/library/employment.php>. The completed application can be emailed to [bschaade@fcdlibrary.org](mailto:bschaade@fcdlibrary.org); mailed to FCDL Administration, 219 N. Broad Street, Lancaster, OH 43130, or dropped off in the Administration Office between 10:00 a.m. and 4:30 p.m. Applications will be accepted until position is filled. Fairfield County District Library is an EEO employer.