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203 S. Perry Street  
Wapakoneta, OH 45895

## **POSITION POSTING**

**Open Position:** Adult & Teen Services Assistant

**Starting Wage:** \$12.00 per hour

**Posting expires:** March 19, 2019

The Auglaize County Public District Library System is hiring for the position of Adult & Teen Services Assistant (23-28 hrs. weekly).

Do you enjoy working with the public? We invite you to apply for a chance to join our library services team. Under general direction, the Adult & Teen Services Assistant plans, organizes, and directs the library's system-wide adult and teen programs and develops and administers the adult and teen programs, classes, and events at the Central Library in Wapakoneta. The Adult & Teen Services Assistant will work at the Central Library in Wapakoneta and will serve as one of the public relations representatives for the library to include but not limited to manning the Adult Services desk, speaking engagements about library services and more. In coordination with the Library Services Manager, the Adult & Teen Services Assistant is part of the programming team. This position works alongside the Youth Services assistant and the Library Services Manager when developing and administering services. They prepare advertising and promotional materials for library services, oversee distribution of the materials and assist with collection development including acquisitions of library materials and collection maintenance. The Adult & Teen Services Assistant will have the knowledge and ability to provide assistance to library patrons, charge and discharge library materials and process materials.

Job qualifications include the ability to work and communicate effectively with the public and the community as a whole. Knowledge of general computer programs, Microsoft office, and various computer applications. A minimum of an Associate's Degree or an equivalent combination of education, training or experience, & excellent communication and relationship skills are required.

**OPERS:** All employees are required to participate in the Ohio Public Employees Retirement System.

**Background Checks:** Are completed for all employees. Applicants must possess a valid State of Ohio driver's license with an acceptable driving record.

Minimum pay rate is \$12.00 hourly, benefits not included. Position requires working some evenings and Saturdays as well as occasional travel within the county. Applicants must submit cover letter and resume to Kristine Spyker, Library Services Manager, via email at [kspyker@auglaizelibraries.org](mailto:kspyker@auglaizelibraries.org).

