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## **Circulation Assistant**

### **Part-time Position - 20 hours per week**

A part-time Circulation position is available in the Circulation Department of Rocky River Public Library. This position requires mornings, evenings, and weekends.

Candidates should be good listeners and communicators, present an up-beat attitude, and place top priority on customer service. The position involves bending, lifting and pushing heavy carts, greeting patrons, operating a multiline phone system, and attention to detail. U.S. Citizenship for the purpose of becoming a certified passport agent is required. High School diploma or GED is required.

Computer literacy is also a requirement.

Salary will be commensurate with experience up to \$16.82 per hour. Generous vacation and sick time are offered with position, as well as medical and ancillary benefits, in addition to professional development.

Submit completed Rocky River Public Library job application to:

[jobs@rrpl.org](mailto:jobs@rrpl.org)

Sherry Shuster, HR  
Generalist Rocky River  
Public Library 1600  
Hampton Road  
Rocky River, OH 44116

DEADLINE: OPEN UNTIL FILLED

RRPL is an EEOO

Employment applications are available at the circulation desk of the Library or online at: <https://rrpl.org/employment/>.

No phone calls, please.