



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 cover letter and resume to:

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
No phone calls, please.