JOB POSTING

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. This position also requires some Sundays 1-5 p.m., compensated at time and a-half.

Candidates should be good listeners and communicators, present an upbeat 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. Computer literacy is also a requirement.

The pay range for this position is $11.21 - $16.82 per hr.

Submit completed Rocky River Public Library job application to:

jobs@rrpl.org
Sherry Shuster, HR Generalist
Rocky River Public Library
1600 Hampton Road
Rocky River, OH 44116

DEADLINE: Friday, February 21st at 5:00 PM

RRPL is an EEO

Employment applications are available at the circulation desk of the Library or online at: https://rrpl.org/employment/. No phone calls, please.