



## **JOB POSTING**

### **Circulation Assistant**

**Part-time Position - 12 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 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.

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](mailto:jobs@rrpl.org)

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

**DEADLINE: Friday, April 30<sup>th</sup> at 5:00 PM**

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.