

**Position:** Library Assistant. Adult Department. 28-32 hours per week, including evenings and weekends

**Library:** Napoleon Public Library

**Location:** Napoleon, Ohio

**Description:**

This person is responsible for circulation, shelving, reference, programming, and customer service in the Adult Department as well as all general duties of the Adult Department. This person reports to the Adult Department Head.

**Usual Physical Demands**

while performing duties of the job, the employee is subject to the following physical demands:

- Regularly operates computers and scanners that may have repetitive actions;
- Moving and lifting heavy books and materials approximately 40-50 pounds;
- Standing for long periods of time;
- Pushing book carts filled with materials, approximately 80 pounds; and
- Using stairs and elevator to access all floors of the library

The following skills and behaviors are necessary for this position:

- Adaptability
- Communication
- Customer Service
- Organizational Awareness
- Personal Responsibility
- Problem Solving
- Team Work
- Basic Computer Use
- Basic Computer Hardware Knowledge
- E-mail Skills
- Internet and World Wide Web
- Library Web Site and Online Catalog Basics
- Web Browser Skills
- Windows Basics
- Word Processing Skills
- Advocacy
- Collection Management (Books, AV, Technology, Selection and Weeding)
- Programming (Implementation, Evaluation, Creativity and Innovation, Planning, Presentation)
- Readers' Advisory
- Reference (In person, on the phone, online)
- Technical skills

Email or Send Cover Letter, Resume and Completed Application To: Betsy Eggers: [egggers@seolibraries.org](mailto:egggers@seolibraries.org)  
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