PART-TIME JOB OPPORTUNITY

Amos Memorial Public Library has Part-Time Public Service Associate Opening!

The Shelby County Libraries is looking for a Part-Time Public Service Associate. A typical work schedule of 20 hours per week, that may include day, evening and/or Saturday shifts. Willingness to substitute on occasion required.

Interested applicants can submit an application to:
Attn: Amy Shaffer
ashaffer@sclmail.org

We are looking for an enthusiastic, team-oriented person who enjoys working with people.

Applications and Job Description available at
Main Circulation Desk at the Amos Memorial Public Library
Deadline: October 15, 2026

SHELBY COUNTY Libraries

shelbycountylibraries.org 230 E. North Street Sidney, OH 45365 (937) 492-8354

JOB DESCRIPTION

TITLE: PUBLIC SERVICE ASSOCIATE

LOCATION: AMOS MEMORIAL PUBLIC LIBRARY

PRIME FUNCTION:

Under the direct supervision of the Adult Services Coordinator is responsible for providing timely, friendly and courteous service to library patrons at public service desks. Circulates materials and registers patrons. Assists patrons in answering requests for materials and information. Schedules and monitors the use of public computers. Shelves materials. Communicates suggestions to the Adult Services Coordinator.

FUNCTIONS AND RESPONSIBILITIES:

- Assists patrons in circulating materials.
- Assists patrons in using reference and genealogy materials.
- Assists patrons with requests for information and library materials.
- Registers patrons and issues library cards.
- Instructs patrons in the use of the library catalog and locating materials.
- Handles and routes incoming phone calls.
- Assists patrons with public computers, printers, and copiers.
- Receives payments for Lost and damaged materials.
- Participates in library projects and service committees.
- Issues claimed return status.
- Shelves materials and reads shelves.
- May open building or secure building at closing.
- Substitutes as needed at all locations and service desks.
- Performs other duties as assigned.

QUALIFICATION CRITERIA:

EDUCATIONAL: High School diploma or GED

ESSENTIAL:

- Interest in supporting an environment where materials are freely and easily accessible.
- Ability to welcome, serve and respect all people equally.
- Ability to converse effectively and tactfully with coworkers and patrons.
- Ability to handle complaints, conflicts and difficult situations.
- Ability to find library materials quickly and accurately.
- Ability to manage multiple demands.
- Strength in oral and interpersonal communications.
- Interest in working with the public.
- Ability to learn and work with machines and computers.
- Willingness to work public service hours.
- Ability to exercise discretion and judgment in work performance.
- Must be able to meet all physical requirements for the position, which includes the ability to lift up to 25 lbs., bend and stoop, and climb stairs.