



Associate II: Adult Associate

Organization: Ida Rupp Public Library

Hours: Full-Time, 40 hours/week; Non-Exempt; Days, evening and weekend hours

Salary: Starting at \$16.00 - \$19.50/hour

Ida Rupp Public Library is seeking a full time Adult Associate at the main library in Port Clinton, Ohio.

Duties:

Under general supervision of the Assistant Library Director, the Adult Associate plans, organizes, and publicizes adult programs, including but not limited to one-on-one tech help, historic programming, and computer classes. The Adult Associate will also provide customer service to library patrons by checking in and out library materials, shelving library materials, assisting patron's with library equipment and answering patron's questions.

Requirements:

High school diploma or equivalent.

Knowledge of current library trends

Computer experience with standard office software, including Microsoft Office products, email, and internet usage.

Ability to work accurately with attention to detail.

Ability to work a flexible schedule that may include days, evenings and weekends.

Ability to retain, follow, and recommend library policies and procedures.

Ability to lift 30 pounds.

Successfully pass a background check.

Application Process:

For consideration, please send a completed [application](#) and resume (applications can be found on our website) to:

cmcgrath@seolibraries.org

or

Courtney McGrath, Assistant Director
Ida Rupp Public Library
310 Madison Street
Port Clinton, OH 43452

Deadline: Application materials received by October 7, 2024 will receive priority.

Complete job description can be found on our website www.idarupp.org/careers