

The Bellevue Public Library is seeking a part-time, up to 24 hours per week, Clerk 1 for the Youth Services department.

The typical work week is up to 24 hours/week and could include mornings, evenings, and weekends. The Library is open 7 days per week from September-May and 6 days per week from June-August.

This position works closely with the Youth Services department staff and reports to the Youth Services Manager. Responsibilities include, but are not limited to:

- Assisting patrons at the Youth information desk, including checking out materials and answering questions regarding library materials or services.
- Helping patrons navigate technology, such as printing documents, accessing emails, and using e-readers.
- Shelving juvenile materials, such as books, movies, CDs, and digital devices.
- Creating a welcoming and pleasant experience for all patrons.
- Occasionally monitoring the department in the absence of other Youth staff.

The successful applicant must:

- Provide excellent service to patrons.
- Comprehend and follow Library policies and procedures as established by the Board of Trustees.
- Develop and maintain positive working relationships with co-workers and members of the community.
- Develop an awareness of Library-wide operations.
- Satisfactorily perform all responsibilities associated with this job title.
- Meet the physical requirements of this job title.
- Work according to the priorities established by the supervisor.
- Adapt to change.
- Always exercise good judgment.

Required education and experience:

- High school graduate.
- Well-developed clerical skills, including basic keyboard and typing skills.
- Well-developed oral communication skills.
- Experience serving and assisting customers.

Desired education and experience:

- Experience working with children and/or young adults.
- Coursework in early education, social work, or related field.

Applications submitted by May 27 will be given priority.

Submit cover letter, resume and three references to: patty.marsh@bellevue.lib.oh.us