The Warren-Trumbull County Public Library has a full-time employment opportunity as Branch Library Specialist to provide direct library service to the public at the Cortland Branch Library.

**ESSENTIAL DUTIES:**

- Participates in routine public service by circulating materials to customers, which includes checking materials in and out, placing holds, registering borrowers, collecting fines and fees.
- Provides basic reference and reader’s advisory service to customers of all ages.
- Assists in branch operations - opens and closes the circulation desk and/or building, counts money and balances cash register, plans and sets up displays and/or bulletin boards, sorts and shelves materials, reads shelves, etc.
- Performs clerical tasks related to processing Search Ohio and other ILL’s to include searching lists, checking in, and labeling materials.
- Answers the telephone, responds to inquiries and directs calls, uses public address system (in locations where applicable).
- Attends to public use photocopiers – adds paper, assists customers with machine problems, contacts supervisor regarding service needs.
- Assists users with public computers and online catalog terminals.
- Provides users with general information about library services, directing them to other departments or Branch libraries as appropriate.
- Applies library policy to be consistent with circulation procedures in public service situations.
- Registers voters and Golden Buckeye applicants.
- Assists Youth Services Department staff with signups for story time and other programs; processes reading logs and incentives for reading programs.
- Handles returned mail. Mails appropriate policy forms with library cards. Enters customer registration data into computer. Maintains application files.

**QUALIFICATIONS/REQUIREMENTS:**

High school diploma or equivalent. Public service experience highly desirable. Must be able to type accurately using a computer keyboard. Ability to count and make change, sort and alphabetize, as demonstrated by completing untimed written skills assessment questionnaires. Knowledge and experience in using computers and various software programs to include the Internet and World Wide Web. Must be able to work evenings and weekends.

Please refer to the Core Competencies for Library Staff on the library’s website, [www.wtcpl.org](http://www.wtcpl.org).

**SALARY/BENEFITS:**

This is a full-time position. Hourly starting wage is $10.92.

**HOW TO APPLY:**

Applications are accepted online or in person. Applicants may choose to apply online on our website at [www.wtcpl.org](http://www.wtcpl.org), download the Employment Application to complete or pick up the Employment Application at any one of the library’s six branch locations. For full consideration, please respond by **April 1, 2016**.

**THE WARREN-TRUMBULL COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**