

Dr. Samuel L. Bossard Memorial Library/Gallia County District Library

Employment Opportunity

Date Posted: October 16, 2021
Dates of posting: October 16, 2021 – October 26, 2021

Position: **Reference Services Associate**
Position Type: Non-Exempt
Location: Dr. Samuel L. Bossard Memorial Library
Department: Reference
Reports to: Reference Librarian/Reference Dept. Head
Pay Rate: Minimum starting rate of \$11.46 per hour
Schedule: 20-28 hours per week, scheduled according to departmental needs;
Daytime, Evening, and Weekend hours
Must be able to meet the flexible scheduling needs of the Library
**Must be willing and able to work up to 40 hours per week when*
needed to cover Reference Desk schedule.

JOB OBJECTIVE:

To provide skilled reference service either directly for library users or in other library service support areas. Work requires the application of basic knowledge and techniques of library science to a variety of assignments, including response to information requests from library users. Employees work under the general supervision of the Reference Librarian/Reference Department Head.

JOB RESPONSIBILITIES: (see attached job description)

Education, Experience, and Training

Minimum Qualifications

Education

Degree from an accredited college or university

OR

Any equivalent combination of higher education, experience, certification, and training which provides the knowledge, skills, and abilities necessary to perform the work associated with this position.

Experience/Training

Strong interpersonal communication skills essential; Some library-related experience is highly desirable. Must possess a valid driver's license and have access to a vehicle. Must pass criminal background check.

Interested applicants should obtain an application and job description from Bossard Library (7 Spruce Street, Gallipolis) or online at www.bossardlibrary.org. Completed application must be postmarked by October 27, 2021 and mailed to:

Bossard Library
c/o: Debbie Saunders, Library Director
7 Spruce Street
Gallipolis, Ohio 45631