

HIRING

Executive Assistant

(Includes Deputy Fiscal Officer and Technical Processing Supervisor)

Primary Function:

Perform secretarial duties for the Library Director and Fiscal Officer
Prepare and organize library materials for circulation

Qualifications:

High School Diploma or equivalent
Computer knowledge of applicable technologies including microsoft office programs
Aptitude for organization

Hours: Full time 40 hours per week; some evenings and weekends required

Salary: Starts at \$17.00 per hour

Benefits:

Paid holidays, vacation, personal and sick leave; health and life insurance; employee assistance program and Ohio Deferred Compensation; paid OLC membership

*Application and complete job descriptions available at the
Library Circulation Desk or online at burtonlibrary.org*

Please submit resume and application to:
Incomplete applications will not be accepted

Katie Ringenbach
director@burton.lib.oh.us



***First consideration given to applications received
by 2 p.m. on Saturday, January 21, 2023***