Burton Public Library
14588 W. Park St., P.O. Box 427
Burton OH 44021 burtonlibrary.org

ADULT SERVICES ASSISTANT; COMPUTER FOCUS

The Burton Public Library seeks a motivated, innovative, and service oriented individual to work as our Adult Services Assistant; Computer Focus.

Primary Function:

Assist patrons in the use of the library and its resources with an emphasis in helping patrons use technology.

Qualifications:

Bachelor's degree
Library experience preferred
Knowledge of computers and applicable technologies
Dependable work habits
Ability to work evenings and weekends

Hours:

This a part-time position (20—25 hours/week, occasionally more)
Occasional weekends

Salary:

Starting salary is $13 per hour

Physical Requirements:

Work requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.

First consideration given to applications received by 4 pm Wednesday, September 16. Incomplete applications will not be accepted.

Application and complete job description are available at the Library or online at burtonlibrary.org

Please submit to : Katie Ringenbach, Director
director@burton.lib.oh.us