

Employment Announcement

Marion Public Library

Library Assistant – Children's/Circulation Department

Marion Public Library is seeking an energetic and enthusiastic person to fill a full-time position in Children's & Circulation.

Responsibilities: We are looking for someone who is committed to providing a courteous, efficient, and friendly library service to people of all ages and personalities. Evening and weekend hours required.

Schedule:

Tuesday through Saturday – 40 hours

Qualifications: We are seeking a customer-focused individual with strong interpersonal skills to work collaboratively with the public and co-workers. The ideal candidate will demonstrate excellent communication, organizational, and problem-solving abilities, with the capacity to work independently, manage multiple priorities, and meet deadlines. A positive attitude, attention to detail, and flexibility in working a varied schedule (including evenings and weekends) are essential. Basic clerical, computer, and filing skills, as well as the ability to learn new systems and procedures, are required. The ability to remain calm under pressure, work as part of a team, and contribute to a constructive, goal-oriented environment is key.

Certifications: Must obtain Indiana Librarian certification (LC5 or LC6) under IC 20-14-12 and 590 IAC 1-1 Standard 9 within the first year. <https://continuinged.isl.in.gov/certification/>

Pay: Depends on experience and education.

To apply: Applications available at the Library Office or on the website. Include application, resume, and personal references - including addresses and phone numbers.

Submit to: Jaime Pitt

Mail: Marion Public Library, 600 South Washington Street, Marion, Indiana 46953.
Email: jpitt@marion.lib.in.us.

Opens: 11/5/2024

Closes: 11/11/2024