

## **Grandview Heights Public Library Job Opening Position Description**

**Job Title:** Youth/Circulation Services Page  
**Department:** Youth and Circulation Services  
**Pay Rate:** \$8.19 per hour  
**Benefits:** OPERS (Ohio Public Employees Retirement System)  
**Weekly Hours:** 10-15 hours per week (averaged over a 4 week period)  
**Schedule:** To be determined. Will include weekdays, evenings and weekends

**Purpose:** Assists with the handling of materials in the Circulation and Youth Services Departments

**Reporting Relationship:** Reports to Youth Services Manager

### **Duties and Responsibilities**

- Locate, retrieve, and shelve library material
- Maintain neat appearance of shelves
- Perform shelf checks to ensure books are correctly shelved by title, author and number
- Collect items to fill requests
- Check in materials
- Empty internal and external book drops
- Unpack incoming deliveries from other libraries
- Organize and pack outgoing deliveries to other libraries
- Move book carts
- Follow directions and work independently
- Meet assigned schedule and attendance standards
- Perform building opening and/or closing tasks
- Assist with other related tasks as assigned

### **Knowledge, Skills and Abilities**

- Ability to work independently
- Ability to put items in order alphabetically and numerically
- Ability read, write, and communicate effectively
- Basic computer skills

### **Education**

- Some high school

### **Physical Requirements:**

- Considerable mobility including, but not limited to, extensive periods of standing, walking, bending, sitting, lifting weights of up to 50 pounds, and pushing full book carts or containers

***Please download and complete an [application](#).***

***Submit completed application and cover letter to Karin DeLaurentis [kdela@ghpl.org](mailto:kdela@ghpl.org)  
Grandview Heights Public Library, 1685 West First Avenue, Columbus OH 43212.***