



P: 419.738.2921  
F: 419.738.5168

203 S. Perry Street  
Wapakoneta, OH 45895

## POSITION POSTING

**Open Position:** Library Assistant Supervisor, FJ Stallo Memorial Library

**Minimum Starting Wage:** \$15.16 per hour

**Pay Range:** \$15.16 hourly based on education and experience

Library Assistant Supervisor for the FJ Stallo Memorial Library in Minster needed, a branch of the Auglaize County Public District Library System. This is a 25-hour per week part-time position or a 30-hour full-time position if requested. Additional 5 hours will be worked at the Central Library in Wapakoneta.

Do you enjoy working with children and people of all ages? Under general supervision, the Library Assistant Supervisor coordinates and facilitates programs, events, and activities for all ages at the FJ Stallo Memorial Library and works directly with the Branch Library Supervisor to provide public service to patrons, management of the library collection, and overseeing and working the library desk. This position also includes actively promoting library use, public speaking and promotion of library services.

Job qualifications include the general knowledge of computer programs, applications, Microsoft office, and is a quick learner. Applicant must possess ability to work effectively with patrons and the community. A minimum of a high school diploma or equivalent and a minimum of six (6) months library experience or an equivalent combination of education, training or experience, & excellent communication and relationship skills are required.

OPERS: All employees are required to participate in the Ohio Public Employees Retirement System.

Background Checks: Are completed for all employees. Applicants must possess a valid State of Ohio driver's license with an acceptable driving record.

Minimum pay rate is \$15.16 hourly, benefits provided if position is filled at 30 hours. Position requires some evenings and Saturdays. Applications available on the library website at [www.auglaizelibraries.org](http://www.auglaizelibraries.org) or at the FJ Stallo Memorial Library. Applicants must submit application to Jill Barhorst, Branch Supervisor, FJ Stallo Memorial Library -196 E. 4<sup>th</sup> St., Minster, OH 45865 or via email at [minstersupervisor@auglaizelibraries.org](mailto:minstersupervisor@auglaizelibraries.org).

