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203 S. Perry Street
Wapakoneta, OH 45895

Position Posting: Library Assistant Supervisor

Full Time (35 hours per week) or Part Time (20-25 hours per week)

Location(s):

- New Bremen Public Library
- New Knoxville Community Library

Minimum Starting Wage: \$16.16 - \$16.93 per hour

About Us:

New Bremen Public Library and New Knoxville Community Library are branches of the Auglaize County Public District Library System. We are seeking to hire a Library Assistant Supervisor for our team. The position may be full-time (shared between the two locations) or part-time (one for each location).

Job Description:

Do you enjoy working with children and individuals of all ages? Under general supervision, the Library Assistant Supervisor will coordinate and facilitate programs, events, and activities for library patrons of all ages. The role involves working directly with the Branch Library Supervisor to provide excellent public service, manage the library collection, and oversee daily operations at the library desk. This position also includes promoting library services, public speaking, and active engagement in the community to increase library usage.

Job Qualifications:

- General knowledge of computer programs and applications; quick to learn new systems.
- Ability to effectively work with patrons and the community.
- Minimum high school diploma or equivalent.
- At least six months of library or education experience or an equivalent combination of education, training, and experience.
- Excellent communication and interpersonal skills.

If you are passionate about serving the community and supporting the educational and recreational needs of patrons, we encourage you to apply for this exciting position!

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.

Benefits provided if position is filled at 30+ hours. Position requires evening hours and some Saturdays. Applications available on the library website at www.auglaizelibraries.org. Applicants must submit application and/or resume to Michelle Parker, Branch Supervisor via email at mparker@auglaizelibraries.org.

