

## Bluffton Public Library - ACCEPTING APPLICATIONS

Library Assistant: Part-time position

available at Bluffton Public Library.

Responsibilities include processing and cataloging duties and assisting with all general operations of the library. Excellent communication, customer service skills, and computer skills required.

Must be able to manage priorities to meet deadlines and adapt to change, with a respectful and friendly approach to the community. High school degree or equivalent required, associate degree preferred. Hours range from 25-27 hours per week, based on library needs.

Schedule includes a variety of day, evening and Saturday hours. Rate: \$11.00/hr., benefits include OPERS.

Applications are available online at [www.blufftonpubliclibrary.org](http://www.blufftonpubliclibrary.org) or at the library and will be accepted until the position is filled.