



Wayne County Public Library  
West Salem Branch

**Position Opening**

**Title:** Substitute Branch Assistant – **West Salem Branch**

**Date Posted:** February 24, 2025

**Job Responsibilities:** Under general supervision, the Branch Assistant charges library materials in and out, assists with routing and shelving materials, collects fines and provides assistance to patrons.

**Illustrative Duties:** Performs all branch related functions, including but not limited to; opening the library, cash register operation, money handling, processing daily delivery of library materials, providing reference services, and assisting patrons in the general use of the library and its equipment. May provide programs and/or conduct story time at various outreach locations, and within the branch.

**Qualifications:** High school diploma or equivalent, library experience preferred. The ability to push, pull, bend, lift and twist with ease. May require sitting or standing for long periods of time. Must be able to properly lift up to 50 lbs.

**Working Conditions:** Part-time/**variable**, hours would be scheduled based on the staff coverage and the needs of the branch.

**The hours may include evening and/or weekend hours.**

**Skills and Abilities:** Presents a positive, professional image to the public; interacts and responds appropriately to patrons and staff; develops and maintains effective working relationships with supervisor, staff and volunteers; communicates effectively in written and oral form; maintains confidentiality.

**Starting Pay:** \$12.90 per hour.

**Application Procedure:** Application forms may be obtained at any of our locations or online at [www.wcpl.info](http://www.wcpl.info). Completed library application forms and resumes may be emailed to: [jobs@wcpl.info](mailto:jobs@wcpl.info) or mailed to:

Wayne County Public Library  
304 N. Market  
Wooster, OH 44691.  
Attn: Human Resources

**Deadline:** Applications will be accepted until the position is filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.