

**Dr. Samuel L. Bossard Memorial Library/Gallia County District Library**

**Job Posting**

Date Posted: May 3, 2024  
Dates of posting: May 3, 2024 – May 13, 2024  
  
Position: **Circulation Clerk**  
  
Position Type: Non-Exempt  
  
Location: Dr. Samuel L. Bossard Memorial Library  
  
Department: Circulation  
  
Reports To: Circulation Manager  
  
Pay Rate: Minimum starting rate of \$12.78 per hour  
  
Schedule: 20-28 hours per week, with work schedule to be determined based on the scheduling needs of the Library.

**Must be able to meet the flexible scheduling needs of the Library.**

**General Summary of Position**

The Circulation Clerk greets and directs library patrons, uses a computer to compile patron records, charges and discharges library materials in accordance with established library policies and procedures while being responsive to customer needs in a consistent, friendly, and professional manner.

**JOB RESPONSIBILITIES:** see job description

**Required Qualifications:**

- High School Diploma or equivalent
- Demonstrated customer service experience; Strong interest in reading and library services. Must successfully pass background check.

**Interested applicants should obtain an application and job description from Bossard Library (7 Spruce Street, Gallipolis) or online at [www.bossardlibrary.org](http://www.bossardlibrary.org).**

**Completed application must be postmarked by May 14, 2024 and mailed to:**

**Debbie Saunders, Library Director  
Bossard Memorial Library  
7 Spruce Street  
Gallipolis, Ohio 45631**