



Holmes County District Public Library

Position Opening: Library Assistant – Circulation

Title: Library Assistant – Circulation

Date Posted: July 1, 2025

Application Deadline: Open until filled

The Holmes County District Public Library is seeking applicants for the position of Library Assistant – Circulation. This is a part-time position working 15 - 25 hours per week, with a varying schedule. Hourly rate is \$11.51 - \$17.26. Benefits include paid vacation, sick, and holiday leave and participation in the Ohio Public Employees Retirement System.

Qualifications:

- High school diploma or equivalent required
- Customer service skills or experience preferred
- Familiarity with using a computer

Primary duties:

- Assist library patrons with all aspects of circulation including checkouts, renewals, new patron registration, etc.
- Assists patrons with finding materials to match reading interests
- Checking in and shelving materials
- Assisting in other departments as needed

Employment application and full job description are available at www.holmeslibrary.org, Central Library, or East Branch. Return to: Holmes County District Public Library, ATTN: Director, 3102 Glen Drive, Millersburg, OH 44654.