



ADULT SERVICES ASSISTANT

14588 W. Park St., P.O. Box 427
Burton OH 44021 burtonlibrary.org

The Burton Public Library seeks a motivated, service oriented individual to work as our Adult Services Assistant.

Primary Function:

Assist patrons in the use of the library and its resources with an emphasis in helping patrons use technology.

Qualifications:

Bachelor's degree preferred
Knowledge of computers and applicable technologies

Hours:

This a part-time position (20 hours/week, occasionally more)
Includes working some evenings and weekends

Salary:

Starts at \$16 per hour

Burton is a village located in the center of Geauga County about 30 miles east of Cleveland. Also known as Pancake Town USA, Burton hosts the Great Geauga County Fair which is Ohio's oldest continuous county fair. Burton is part of the 4th largest Amish community in the world, has a thriving maple syrup industry and is the home of the annual Apple Butter Festival. The Library is in an historic building at the heart of this community.

First consideration given to applications received by 2 p.m. Saturday, November 25, 2023.

Application and complete job description are available at the Library or online at burtonlibrary.org. Incomplete applications will not be accepted.

Please submit to: Katie Ringenbach, Director director@burton.lib.oh.us