

The Warren County Public Library in Bowling Green, KY is currently accepting applications for a full time Library Assistant.

Duties: Assist patrons at public service desks (check items in/out, accept payments on accounts, etc.); Locate library materials for loan; Assist patrons with information inquiries and the use of library resources; Sort and shelve library materials.

Position requires: High School Diploma or GED; or equivalent education and/or experience; Excellent interpersonal skills with the ability to deliver exceptional customer service; Effective written and oral communication skills with the ability to establish and maintain friendly and effective working relationships with others; ability to organize and prioritize; ability to use a computer and other office equipment proficiently. Must acquire and maintain certification from the Kentucky Department for Libraries and Archives. Knowledge of library procedures, systems, and techniques are preferred. Work schedule is 35-39 hours per week and includes daytime, evening and weekend hours. Traveling to branch locations may be necessary.

*The Warren County Public Library is an Equal Opportunity Employer*

Applications will be accepted until the position is filled. Please send application/resume to [employment@warrenpl.org](mailto:employment@warrenpl.org) or to:

Warren County Public Library  
Attn: Human Resources  
1225 State Street  
Bowling Green, KY 42101

