

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

**Notice of Employment Opportunity**

Date Posted: January 15, 2025  
Dates of posting: January 15, 2025 – January 25, 2025  
Position: **Facilities and Grounds Assistant**  
Position Type: Non-Exempt  
Location: Dr. Samuel L. Bossard Memorial Library  
Department: Facilities and Grounds  
Reports To: Facilities and Grounds Manager

Schedule: 24-28 hours per week;  
Daytime, Evening, and Weekend hours;  
Must be able to meet the flexible scheduling needs of the Library

**Position Description:**

Under the supervision of the Facilities and Grounds Manager, the Facilities and Grounds Assistant assists in ensuring that the physical facilities, grounds, and vehicles owned by the library support the delivery of responsive community service, and are adequate, safe, and hospitable for customers and staff.

**Minimum Qualifications:**

- High School Diploma or equivalent required, preferably supplemented by vocational, technical, or trade school training in building trades and considerable experience in general building maintenance and repair; **OR**
- Any equivalent combination of acceptable education and experience providing the knowledge, abilities, and duties as outlined in this job description.

**Other Requirements:**

- A valid, state-issued driver's license and safe driving record is required to operate the library-owned vehicle.
- Must have access to a vehicle.
- Must pass successful 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 January 27, 2025 and mailed to:

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