

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

Notice of Employment Opportunity

Date Posted: April 29, 2025
Dates of posting: April 29, 2025 – May 9, 2025 (or until filled)
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. Completed application must be mailed to:

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