



CITY OF CEDARBURG (WI)
invites applications for the position of:

Library Aide

SALARY: \$11.00 - \$14.00 Hourly

OPENING DATE: 09/03/19

CLOSING DATE: 09/27/19 11:59 PM

DESCRIPTION:

General Purpose

Assist the Head of Circulation Services in the provision of library services to the Cedarburg community, and all library patrons, and uphold the Cedarburg Public Library mission as set by the Library Board of Trustees. Focus is on providing excellent customer service at the main checkout desk to all library patrons.

12 hours a week plus one weekend rotation. One evening per week. One weekend per month.

EXAMPLES OF ESSENTIAL DUTIES:

Essential Duties and Responsibilities

1. Greets library patrons and assists with circulation desk procedures including: library card registration, check-in and check-out of materials, and acceptance of payment for fines and fees.
2. Follows circulation desk procedures and library policies and explains policy to library patrons.
3. Arranges returned materials on book trucks and may do some shelving.
4. Empties book drop and bins.
5. Performs other related work per the direction of the Circulation Supervisor.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons using excellent communication skills.
2. Ability to follow detailed directions.
3. Ability to maintain a regular work schedule that includes the flexibility to work days, evenings, and weekends is required.
4. Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
5. Computer skills/keyboarding skills/mouse skills are required.

SUPPLEMENTAL INFORMATION:

Physical Demands of the Position

1. Ability to work in a defined space and stand for periods of time.
2. Bending/twisting, reaching and feeling.
3. Climbing: ascending and descending short footstool.
4. Handling: picking up and shelving books.
5. Pushing and pulling: objects weighing 60-80 pounds on wheeled carts
6. Standing, walking, stooping, kneeling and crouching.

7. Talking, hearing and near vision.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.cedarburg.wi.us>

Position #002
LIBRARY AIDE
LP

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