



Vernon Area Public Library

An Equal Opportunity Employer
JOB POSTING

Library Aide – Library Operations

2 Positions Available

Application Deadline	Open until filled
Status	Part-time , non-exempt
Typical Schedule	Library Aide - 18.5 hours per week: Monday and Wednesday: 5PM - 9PM Friday and Saturday: 1PM - 5PM Sunday: 12PM - 5PM (two per month) Library Aide - 14.5 hours per week: Tuesday and Thursday: 5PM - 9PM Saturday: 9AM - 1PM Sunday: 12PM - 5PM (two per month)
Pay Grade	K (\$9.06/hour)
Required Education	Two (2) years of high school education or equivalent

Job Description

Under the direction of the Head of Library Operations, this employee is responsible for shelving library materials, shelf-reading, general straightening of public areas, and practicing the library's policies and procedures.

Essential Responsibilities

Sort and shelf library materials. Understand spine label designation. Shelf read. Provide directional assistance to patrons who visit the library. Provide assistance with the use of copier, fax, and print-release stations. Clean library equipment and materials. Assist at programs and events, as requested. Assist with setups and breakdowns for events.

Required Experience & Training

Two (2) years of high school education or equivalent. Ability to pass pre-screening test with 70% accuracy or above. Ability to work independently and productively to meet library needs. Working knowledge of Windows based software and the internet. Excellent communication skills, both written and oral. Service-oriented with the ability to establish and maintain effective relationships with staff and the public. Previous library work or volunteer experience preferred, not required.

Physical Demands

Frequent bending, stretching, stooping, and kneeling. Ability to reach shelves of various heights and push heavy carts throughout work shift. Frequent reading of 8-point font. Occasional lifting and moving items up to 50 pounds, and sitting at and using a computer terminal.

To Apply

A full job description is available upon request. To submit an application, cover letter, and resume, please visit www.vapld.info/employment. For questions, please contact Donna Dunn, Head of Business Operations, at 224-543-1417 or ddunn@vapld.info.