

## Library Aide Fact Sheet

**Grade/Classification:** This position is a part-time, 25 hours per week position that includes evenings and Saturdays. This is a year-round position.

**Hourly Wage:** \$13.92 per hour to start; 6-month trial period and performance reviews conducted at 6-months and annually thereafter. Annual pay increases based on performance

**Benefits:** This part-time position accrues sick and vacation time annually and does not accrue health benefits.

**Job Summary:** Provides support for all circulation desk functions in person, via email and on the telephone. Responsible for the interlibrary loan and open requests service and the relationship between libraries associated with that service. This is a front line public service position where a positive relationship with the public is critical.

**Deadline:** open until filled; interviews will be scheduled on a rolling basis. Application must be completed and submitted with a cover letter and three references.

### **School Year Schedule (subject to change):**

Tuesdays	3:00 p.m.-8:00 p.m.
Wednesdays	3:00 p.m.-8:00 p.m.
Thursdays	12:00 p.m.-5:00 p.m.
Fridays	12:00 p.m.-5:00 p.m.
Saturdays	9:00 a.m.-2:00 p.m.

### **Summer Schedule (subject to change):**

Tuesdays	12:00 p.m.-8:00 p.m.
Wednesdays	3:00 p.m.-8:00 p.m.
Thursdays	12:00 p.m.-5:00 p.m.
Fridays	9:00 a.m.-5:00 p.m.

(February 22, 2021)