

Technical Services Librarian Fact Sheet

This position is a non-exempt hourly professional, 40 hours per week position that includes evenings and Saturdays. There is a 6-month trial period and performance reviews will be conducted at 6-months and annually thereafter. Annual pay increases based on performance. Please refer to the official job description for complete information.

Hourly Wage: This position is on labor grade 6, \$22.43-\$32.49 per hour.

Job Summary: Primarily responsible for technical services aspects of the library by performing a variety of tasks including ordering, cataloging and processing of materials. Provides reference assistance to patrons of all ages. This position has significant interaction with the public.

Benefits: Includes paid vacation and sick time and employees enjoy a schedule of paid holidays throughout the year. This position includes health insurance and retirement benefits

Schedule (subject to change):

Monday	8:30 a.m. to 5:00 p.m.
Tuesday	8:30 a.m. to 5:00 p.m.
Wednesday	12:00 p.m. to 8:00 p.m.
Thursday	8:00 a.m. to 5:00 p.m.
Friday	8:30 a.m. to 5:00 p.m.

The person in this position works every third Saturday:

Monday	8:00 a.m. to 5:00 p.m.
Tuesday	8:00 a.m. to 5:00 p.m.
Wednesday	10:30 a.m. to 8:00 p.m.
Thursday	8:00 a.m. to 5:00 p.m.
Friday	off for Saturday
Saturday	8:00 a.m.-2:00 p.m.

(November 2021)