

Edison Township Public Library Job Description

<u>Title:</u>	Library Assistant – Part-time
<u>Department:</u>	Various
<u>Reports to:</u>	Department Supervisor or designee
<u>Salary/Wage:</u>	\$16.29/hour (2020 rate)
<u>Hours/week:</u>	12 to 20/week, as scheduled, to include nights and weekends.
<u>Benefits:</u>	<ul style="list-style-type: none">- Paid sick time, earned at 2 hours/month for the first year, 24 hours/year thereafter;- 5 vacation days after one year of employment- Holiday pay (pro-rated) after one year of employment;- No personal time.
<u>Pension:</u>	Not eligible; may participate in deferred compensation plan.
<u>Union eligible:</u>	Yes.
<u>Basic duties:</u>	<ul style="list-style-type: none">- Checks in/out library materials to patrons, creates new patron records, assists with basic computer and copier questions;- Answers telephone calls and emails with courtesy;- Unpacks, sorts, and records deliveries of materials;- Covers, prepares, and repairs library materials;- Performs related duties as directed.
<u>Required skills:</u>	<ul style="list-style-type: none">- Ability to use computers, including basic keyboarding skills;- Ability to work well with staff and public;
<u>Desired skills:</u>	<ul style="list-style-type: none">- Basic math and reading skills;
<u>Educational minimum:</u>	High school diploma, GED, or equivalent
<u>Date approved:</u>	7/13/2020