

Edison Township Public Library Job Description

<u>Title:</u>	Page
<u>Department:</u>	Circulation
<u>Reports to:</u>	Supervising or Principal Library Assistants
<u>Salary/Wage:</u>	\$11.00/hour
<u>Hours/week:</u>	Up to 15, including evenings and weekends.
<u>Benefits:</u>	<ul style="list-style-type: none">- Paid sick time, earned at 1 hour for every 30 hours worked;- No vacation or personal time.
<u>Pension:</u>	Not eligible; may participate in deferred compensation plan.
<u>Union eligible:</u>	No
<u>Basic duties:</u>	<ul style="list-style-type: none">- Return books and other materials to the shelves accurately;- Assist in setting up and dismantling displays, exhibits and programs;- Survey shelves to make sure that all materials are in order, and, under direction, relocate materials as needed;- Direct patrons to appropriate staff when questioned about services;- Other similar duties as assigned.
<u>Required skills:</u>	<ul style="list-style-type: none">- Ability to sort and file material alphabetically and numerically;- Ability to bend, and lift at least 10 pounds;- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
<u>Desired skills:</u>	<ul style="list-style-type: none">- Interest in public service.- Willing to work with people in a cooperative way.
<u>Educational minimum:</u>	Complete satisfactorily one year of high school (9 th grade)
<u>Date approved:</u>	7/29/2020