

Menasha Public Library Library Aide III, Part-time Position

Part-time public service position in the Circulation Department.

PRIMARY RESPONSIBILITIES

The Library Aide III will provide circulation service to the public.

Responsibilities will include:

- Checking library materials in and out on the automated circulation system.
- Recording and collecting fees and fines.
- New patron registration.
- Communicating with patrons by telephone or email.
- Shelving preparation and shelving of library materials.
- Emptying and discharging bookdrop materials.
- Clerical duties and circulation projects as assigned.

SCHEDULE

15 hours per week, plus Saturday and Sunday rotations.

PAY/BENEFITS

Starting rate for Library Aide III position is **\$8.35** per hour. Social Security, Workers Compensation and Wisconsin State Retirement offered.

(No health, dental or vision insurance, paid vacation or sick leave available.)

QUALIFICATIONS

- High School diploma or equivalent.
- Basic keyboarding/typing skills.
- Ability to master the automated circulation system.
- Ability to work with the public and library staff.
- Ability to be flexible and adaptable to changing duties and methods of operation.
- Good verbal and written communication skills.
- Must be able to arrange materials using alphabetical, numerical, chronological and Dewey Decimal systems.
- Ability to handle, carry and shelve library materials. Must be able to lift up to 30 pounds and push book carts up to 200 pounds.

The Menasha Public Library is an Equal Opportunity Employer.

For additional information, contact Cate Brandt, 920-967-3680