



## Wright Memorial *Public Library*

### **Job Posting**

**Library Aide** (Part-Time, 8-12 hours per week)

Hours: varies

Salary Range: \$10.10 - \$14.14 per hour DOQ

#### **SUMMARY OF RESPONSIBILITIES**

Maintain access to the library's collection by preserving the physical appearance and order of items through shelving and shelf reading.

#### **JOB RESPONSIBILITIES**

- Shelves materials on shelves in accordance with library standards.
- Reads shelves to ensure items are in order.
- Helps keep the appearance of the Wright Library attractive to patrons.
- Assists with opening and closing duties.
- Performs other duties as assigned.

#### **QUALITIES OF THE IDEAL CANDIDATE**

- Ability to file library materials in alphabetical and/or numerical order.
- Ability to frequently carry, hold, lift, reach, stoop, sit, turn, push, and pull items or carts weighing up to 75 pounds.
- Proficiency in basic computer knowledge in Windows environment including Microsoft Office products, Internet use, and email.
- Ability to work a flexible schedule including nights and weekends.

**TO APPLY** - Send completed [application](#) by September 29, 2023 to [jobs@wrightlibrary.org](mailto:jobs@wrightlibrary.org) or to Administrative Services Coordinator, Wright Memorial Public Library, 1776 Far Hills Avenue, Oakwood, OH 45419. Wright Library is an Equal Opportunity Employer.