



JOB DESCRIPTION: PAGE

Hourly: Approx. 3-6 hrs/wk, \$9.45/hr

POSITION POSTING: July 11 – August 1 at 5 PM

Duties and Responsibilities:

- Maintain the appearance and accessibility of the library collection for staff and patrons.
- Assist library staff with various tasks

Tasks:

- Efficiently shelves library materials in the proper place, straightens items
- Change lettering on library exterior sign
- Evaluate condition of materials and recommends for repair/weeding as necessary
- Maintain general appearance of library by straightening, shifting, cleaning
- Maintain professional behavior appropriate to a public setting
- Maintain library confidentiality regarding patron records
- Assist with library programs under supervision of library staff
- Maintain book displays, remove new stickers
- Cleans Early Literacy Center, computers, and other cleaning duties
- Other duties as assigned

Works under circulation staff and directors; no supervisory responsibilities.

Necessary skills and abilities:

- Ability to sort materials alphabetically or numerically and learn library shelving system
- Ability to hustle: work quickly, accurately, and with purpose
- Ability to perform repetitive tasks accurately and efficiently
- Ability to accurately read written materials and follow oral and written instructions
- Ability to work independently and establish effective priorities
- Physical ability to lift up to 50 pounds; ability to push heavy book cart, ability to place materials on shelves above shoulder level and below knee level

Schedule: Starting schedule would be one or two evenings a week as needed, and every third Saturday morning. High school students with open schedules are encouraged to apply. Hours may vary with staffing and programming needs and may be increased as necessary for Summer Reading Club or other busy times of year.

Apply by Emailing Resume, Cover letter, and Application **as a single PDF**
to Andrea Estelle, Library Director at:

aestelle@otsego.org

Employment Application is available on Library Website.

Paper/late applications will not be accepted.