

Deerfield Public Library
Job Title: Library Aide
Part Time: 15 hours/week
Salary: \$12.96/hour

Schedules (two positions available):

- **Position A: Monday, Wednesday: 1:00 pm-6:00 pm; Saturday: 12:00 pm-5:00 pm; one Sunday per month (1:00 pm-5:00 pm)**
- **Position B: Monday, Friday: 1:00 pm-6:00 pm; Saturday: 12:00 pm-5:00 pm; one Sunday per month (1:00 pm-5:00 pm)**

***Please note that some weekend and evening coverage may be necessary**

Deerfield Public Library is looking for a dedicated professional committed to providing accurate and prompt shelving services for our patrons and staff. Essential functions of the Library Aide include: processing library materials using the automated material handling system, emptying outdoor book return bins, carefully checking in library materials while inspecting them for damage and missing accessories, loading carts with checked in materials, sorting materials numerically and alphabetically in preparation for shelving, shelving materials in their proper location while ensuring that shelves are neat and orderly, shelf-reading using the digital library assistant, and searching for and processing library materials that have been placed on hold for patrons and library staff.

Physical Requirements

- Requires the full range of body motion, including standing, sitting, bending, stooping, reaching, and walking for extended periods.
- Requires manual dexterity.
- Concentrating and paying attention to detail for long periods of time.
- Safely pushing carts loaded with up to 100 lbs. of materials, and safely lifting boxes of up to 25 lbs. of library materials and supplies.
- Crouching, kneeling, climbing onto or sitting on low stools to retrieve materials from high or low shelves.

Qualifications

- Must be at least 16 years of age.
- Must pass a skills screening test.

If interested, please email a resume and cover letter to Lance Higginbotham, Patron Services Assistant Manager, at higginbotham@deerfieldlibrary.org

These positions will remain open until filled.

No phone calls, please.