

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 24-051-1

Title of Position: Library Aide/Part Time – Youth Services
Vacancy exists in the Warwick Public Library

Salary Range: \$17.50 - \$22.11 per hour/19 hours per week
This position will be assigned to fluctuating shifts and will be required to work some evenings & weekends.

Date Posted: February 20, 2024

Deadline for Applying: March 4, 2024

Examination Weight: 100% Education & Experience

Statement of Duties: Works under the general supervision of the Coordinator of Youth Services, provides excellent customer service to library patrons of all ages. Provides support to the children's and teen librarians. Performs related tasks as required or assigned. Duties include:

- Determines availability of materials by using the catalog.
- Assists with collection maintenance including shelving, shelf reading, repairs and weeding.
- Performs a variety of tasks to assist colleagues creating book displays.
- Prepares crafts and other programming essentials for librarians.
- Prints, makes copies, and replenishes book lists and promotional materials.
- Helps keep the children's library clean and tidy to include straightening furniture and play areas.
- Answers directional inquiries, provides basic reference assistance, and locates and retrieves requested materials.
- Assists patrons in locating materials using the catalog, databases, internet, and other relevant resources.
- Assists the public with self-service resources including using self-check machines, photo copiers, computers, printers, and fax machine.
- Provides information regarding library card registration, library services and library events.
- Assists with collection management and maintenance.
- Assists with program development and may conduct programs either in the building or through outreach to the community.
- Provides assistance and patron support at public service desks, phone, email or other means of communication.
- Provides services on evenings and weekends as required.
- Performs other duties as required.

Education & Experience: High school diploma or general education degree (GED), and at least one year of customer service experience; or an equivalent combination of education and experience. Preference may be given to persons with experience providing child care or educational services, or who have successfully completed courses pertinent to a master of library science program.

Special Note: Applicant will also be subject to background criminal check prior to employment. Negative findings may prevent applicant from being considered.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>