

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT OPPORTUNITY

Vacancy No.: 24-106-1

Title of Position: Library Aide – Technology Assistant

Vacancies exist in the Warwick Public Library

Salary Range: \$19.04 – \$24.05 per hour/35 hours per week

Date Posted: April 15, 2024

Deadline for Applying: April 29, 2024

Remarks: This is a Classified/Bargaining Unit Position.

Examination Weight: 60% Written/40% Oral

Statement of Duties: Assists the Coordinator of Technology or other Library staff with the management of computer hardware and software, assists and instructs patrons on the use of computers, self-checks, copiers, facsimile machines or any other equipment provided by the library. Performs duties of a library aide.

- Registers patrons for library cards.
- Checks library materials in and out using on-line circulation system.
- Assists the public by providing information on library policies, and educating them on the use of technology, especially self-checkout equipment, copiers and facsimile machines.
- Assists staff with the use of hardware and software.
- Assists with the set-up of hardware and software.
- Collects fines and other fees.
- Searches stacks for materials that are claimed lost or returned.
- Cleans materials, such as technology hardware, readers and compact disks.
- Shelves library materials
- Performs related work as required or assigned.

Education & Experience: High school diploma or GED, and a minimum of three months of related experience, or a combination of education and experience that is substantially equivalent.

LICENSES AND CERTIFICATIONS: Must possess and maintain a valid, state issued driver's license as a condition of employment.

*Applicants will be subject to a criminal background check prior to employment.
Negative findings may prevent applicant from being considered.*

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

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