

City of Tempe  
Temporary Employment

Tempe Public Library • 3500 S. Rural Road Tempe, AZ 85282 • 480-350-5514

**Library Lead Page  
Tempe Public Library**

**Opening-**

**Closing Date:** Ongoing recruitment until the needs of the city are met.

**Salary:** \$ 11.00 per hour

**Note:** This position is part-time, temporary. It does not include benefits.

**Hours:** Up to 19.5 hours per week, hours to be determined by library needs

**Minimum Qualifications:**

- Basic computer skills utilizing keyboard, mouse and scanner.
- Must display leadership and organizational skills.
- Ability to understand and follow oral and written instructions from supervisor.
- Ability to sort and shelve library materials in alphabetical and numerical order.
- Ability to work independently in an efficient manner.
- Ability to work effectively and cooperatively with co-workers.
- At least one year library experience.

**Additional Requirements:**

- Stand, walk and bend for up to 6 hours. Lift books continually for up to 6 hours.
- Push wheeled book carts weighing up to 200 pounds.
- Bend and kneel to reach books on bottom floor-level shelf.
- Reach overhead to shelve books weighing up to 3 pounds.
- Perform repetitive hand, arm and body movements.

**Essential Job Functions:**

- Prioritizes staff duties and direct work flow in absence of supervisor.
- Assists supervisor in training and supervision of page and volunteer staff.
- Oversees volunteer group projects in the absence of supervisor.
- Retrieve materials from book drops.
- Sort and shelve library materials in alphabetical and numerical order, according to library classification system.
- Maintain accuracy of library materials on shelves.
- Check in library materials using the library automated computer system.
- Inspect and clean materials and bookshelves.
- Maintain appearance of work and public areas.
- Assist patrons loading and unloading donated books.
- Perform routine support tasks.
- Assist patrons to provide quality and seamless customer service

**Selection**

**Process:** Applications are available at <http://www.tempe.gov/library/about/application.pdf> and at the Tempe Public Library. Please submit completed applications to the Library. All applications will be kept on file for 6 months. Library staff will review and screen the applications and will contact those candidates they wish to interview.