

City of Tempe
Temporary Employment

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

Library Page
Tempe Public Library

Opening-

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

Salary: \$ 8.00 - 8.50 per hour

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

Hours: Maximum of 19.5 hours per week. Flexible weekly schedule includes morning, afternoon and evening shifts of 4 – 6 hours. Hours will vary between 8:15 AM – 9:15 PM Monday through Thursday, 8:45 AM – 5:45 PM Friday and Saturday, and 11:45 AM – 5:45 PM Sunday.

Minimum

Qualifications:

- Basic computer skills utilizing keyboard, mouse and scanner.
- Ability to understand and follow oral and written instructions.
- 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.

Additional

Requirements:

- Ability to:
- Stand, walk and bend for up to 6 hours.
 - Push wheeled book carts weighing up to 200 pounds.
 - Lift books continually for up to 6 hours.
 - 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.

Representative

Job Functions:

- 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.
- May provide training for new staff and volunteers.
- 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.