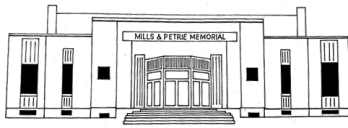


**Mills & Petrie**  
Memorial Library and Gymnasium



## **Position: Part-Time Mills & Petrie Library Assistant**

### **Definition**

This position performs a wide variety of duties that support the function of the library.

**Hours:** Part Time – Min. 10-15 hours per week.

**Wage:** Starting at \$14.00 per hour.

**Reports To:** Mills & Petrie Library Director

### **Current Benefits Included:**

- Paid Time Off & Sick Leave:
  - This position will be eligible for Paid Leave For All Workers accrued time. One (1) Hour for every forty (40) hours worked.

### **Supervision Received and Exercised**

Receives general supervision from the Mills & Petrie Library Director. This position does not exercise supervision over any other staff but may assist in supervising volunteers.

### **Licenses, Certifications, and Experience**

- HS diploma or equivalent preferred.
- Include three (3) professional references at time of application.
- Background check will be required.

### **Job Duties**

The following duties are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.

- Perform daily services for the library building and patrons
- Keep all materials in the library clean and organized.
- Participate in execution of programs for all ages at the library and gymnasium.
- Knowledge of the Dewey decimal system.
- Able to use a computer and assist patrons in computer usage.
- Ability to pay attention to detail and be flexible.
- Ability to lift up to 10 pounds and bend down.
- Perform related duties and responsibilities as required.

### **How To Apply**

Job applications can be picked up at the Mills & Petrie Library.

Job applications with three (3) references to must be returned to:

Mills & Petrie Library, 704 N. 1<sup>st</sup> St., PO Box 308, Ashton, IL 61006-0308

Please submit applications by July 15, 2024.