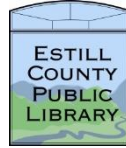


**184 BROADWAY STREET, IRVINE, KY 40336**



## **Now Hiring: Library Aide II (Part Time)**

The Estill County Public Library is currently seeking a part-time Library Aide able to work weekdays, some nights and weekends. Under general supervision, the Library Aide II is responsible for ensuring the library collection is neatly maintained and in proper arrangement as well as assisting in general library operating procedures.

### **Duties and Responsibilities**

- Shelve library materials (books, magazines, DVD's, audiobooks, etc.) that have been returned to the library
- Ensure proper arrangement, neatness, and maintenance of materials in the library
- Assist with circulation duties
- Perform other related duties as required

### **Physical Demands**

- Reaching, bending, kneeling, and crouching to retrieve and replace library materials
- Movement throughout the library shelving materials and locating and retrieving materials that assist patrons
- Ability to lift up to 30 pounds and push fully loaded book carts weighing 50 or more pounds

### **Minimum Requirements**

- High school diploma or equivalent
- Ability to work well with other staff members
- Good interpersonal skills
- Good organizational skills
- Understanding of library resources and services
- Knowledge of computers, the Internet, and our online library catalog

### **Salary**

\$8.50 an hour

### **Application Process**

Submit your resume by **Thursday, August 4<sup>th</sup> at 5pm.**

Resumes can be dropped off at the library or may be emailed to [info@estillpublib.org](mailto:info@estillpublib.org)

**PHONE: 606-723-3030**

**FAX: 606-726-9971**

**INFO@ESTILLPUBLIB.ORG**