



MILWAUKEE
PUBLIC LIBRARY

Library Circulation Aide
Temporary Part Time Appointment / 90 Days
Various MPL Locations

INTRODUCTION

The Library Circulation Aide performs general circulation duties on a part-time basis (20 hours/week). Major responsibilities include shelving, shelf-reading, and shifting of library materials; providing limited circulation services at customer service desks and assisting with opening and closing procedures as assigned.

ESSENTIAL FUNCTIONS

- Verify, sort, and shelf materials from the returns desk, book drops, sorters, room use, and acquisitions.
- Monitor shelf organization to maintain proper order by shifting and straightening collections.
- Process materials for and from delivery.
- Search for and retrieve materials to fill hold requests, and troubleshoot RFID tag problems.
- Staff customer service desks as needed.
- Assist patrons in checking out materials, answering account questions, using and learning about our self-checkout machines, public computers, hold shelves, and the CountyCat public library electronic catalog.
- Respond to directional and basic informational inquiries that often regard library events and services.
- Answer and transfer telephone calls as needed to appropriate staff members.
- Receiving and processing payments.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. At least 16 years of age at time of application and current enrollment as a high school, college or technical school student taking a minimum of three credits per semester at time of application and throughout employment.

CURRENT SALARY

Library Circulation Aide is in Pay Range 9MN. The starting hourly rate for this position is \$15.30 per hour and \$15.76 per hour for residents of the City of Milwaukee.

CONDITIONS OF EMPLOYMENT

This opportunity is for a **Temporary Appointment** which may expire at any time and is limited to a period of 90 days. A **Temporary Appointee** is ineligible for paid holidays, sick leave, vacation, or other benefits while serving in a **Temporary Appointment**. Selected candidates may be assigned to work at multiple MPL locations. This position will not lead to a permanent, regular appointment with the City of Milwaukee.

HOURS & LOCATIONS

Schedule: This position works 20 hours per week, primarily on afternoons, evenings, and weekends. Additionally, select Milwaukee Public Library locations are open on Sundays from 1:00 – 5:00pm October through May.

Locations: A full list of Milwaukee Public Library locations can be found at <https://mpl.org>

HOW TO APPLY

Interested applicants may apply by submitting a cover letter and resume to MPLJobs@milwaukee.gov. The Milwaukee Public Library is looking for candidates who can start as soon as possible. Application submissions will remain open until position has been filled.