



"Inspiring a Vibrant Community"

The City of Cottonwood is seeking applicants for:

Library Aide

(Part-Time)

Inspiring a Vibrant Community

cottonwoodaz.gov



Compensation and Benefits:

This is a part-time, hourly position with limited benefits. Set hourly rate is \$13.00.

Benefits include:

- Sick leave
- Employer-paid [Cottonwood Recreation Center](#) membership for employee
- Optional enrollment in Direct2MD program
- Optional enrollment in LegalShield/ID Shield

View our part-time benefits summary [here](#).

Description:

Under direct supervision, provides assistance in a number of library clerical roles including providing friendly service to the patrons, assisting with the circulation of library materials, library programming, and performs related duties as assigned. Evening and weekend work are required for this position. Hours may vary with up to 19 hours worked maximum per week, with on-call capabilities. This is a fast-paced position and requires the ability to multi-task.

See full job description [here](#).

Minimum Qualifications:

High School equivalency, demonstrated interpersonal skills, aptitude for detailed work. Demonstrated computer experience in the Microsoft Windows environment is essential. Previous work with children desirable.

Physical Requirements:

This classification involves work in a library setting that requires physical effort. This classification requires pushing heavy book carts and loaded dollies; bending, stooping, reaching and climbing on ladders; lifting stacks of books, boxes of books, equipment, supplies, tables, chairs and other library materials with weights as high as 100 pounds. Must be able to read small print on book spines. Must have capabilities of close, distance, color, and peripheral vision, depth perception, and must be able to adjust focus. Must have flexibility in wrists to be able to perform repetitive motion and wrist rotation tasks including opening and closing dvd and disk cases.

How to Apply

Apply online at cottonwoodaz.gov/600/ Employment-Opportunities.

Additional information & a complete job description are available at the City of Cottonwood Human Resources Office, 821 N. Main St., Cottonwood, AZ 86326, or on the City website. Phone 928-340-2713. EOE/ADA.

Questions? Contact us!

Human Resources
hr@cottonwoodaz.gov
928-340-2713

Closing date: OPEN UNTIL FILLED

Posting date: 1/6/2022