

IDENTIFICATION:

Position Title:	SEASONAL HELP
Department:	LIBRARY
Immediate Supervisor:	LIBRARY BOARD OF TRUSTEES (Hrs reported to Library Director).
Classification:	PART-TIME, HOURLY
Salary:	\$13.13/hr.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Essential responsibilities and duties include, but are not limited to, the following:

SEASONAL Duties

1. Maintenance of landscaped areas at the library, specifically mulching, monitoring and watering as needed, weeding, and removal of plant waste and litter.
2. Plant landscape areas at the library with the assistance of volunteers and the Friends Landscaping Committee
3. Recommend enhancements to the landscaping to the Friends Landscaping Committee, the Friends Board, and the Library Board of Trustees.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Physical activities include standing, walking, sitting, lifting, pushing/pulling, reaching, or carrying objects weighing up to 45-pounds; stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required; repetitive movements of the hands are sometimes required; audio, visual, and verbal functions are essential functions to performing this position.

WORK HOURS:

Hours vary by seasonal needs and weather conditions – employee is allowed to set his/her own hours. Position may not exceed 200 hours for the season May-September without prior approval of the Friends of the Library board.

MINIMUM EDUCATION AND EXPERIENCE:

Extensive knowledge of gardening expected. Requires ability to follow oral and written instructions/directions; ability to work with fellow employees and the public; ability to work independently; ability to understand and follow safety procedures in work area.