



Job Description
Job Code: 257
Salary: \$10/hr.

Library Aide (Part-Time)

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

CLASSIFICATION: This is a non-exempt, part-time position with no benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Uses computer and network functions to check materials in and out. Compiles bibliographies, lists, use counts and performs patron searches. Issues library cards, including non-resident temporary cards. Registers and processes patrons for Internet use and assists patrons with simple computer use issues. Processes and returns lost cards to patrons. Follows procedures in taking payments for lost or damaged library materials from patrons. Accurately updates and adds patron records to the system. Answers patron reference questions in person and by telephone. Monitors patron's computer usage and maintains excellent public relations with library patrons of all ages. Assists with recruiting and training volunteers. Assists in creating displays. Assists in planning, preparing and presenting of Youth Services and Adult programs. Purges old newspapers. Maintains adequate supply of flyers, brochures and other informational materials, including tax forms. Light cleaning of tables, computers and other items as assigned. May be required to clean audio-visual materials using a disc cleaning machine. Assists in monitoring the behavior and safety of library patrons, maintains the assigned area and performs opening and closing procedures as instructed. Shelving items and shelf reading are an integral part of this position.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

Knowledge of the principles and practices of library administration.
Knowledge of the Dewey Decimal System.
Knowledge of the policies and procedures of the library.
Knowledge of the Symphony automated catalog system.
Skill in conducting research, interpreting data, and drawing conclusions.
Skill in developing and maintaining effective interpersonal relations.
Skill in interacting with the general public in a positive and educational manner.

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.

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.