

LEANNA HICKS PUBLIC LIBRARY
JOB DESCRIPTION
LIBRARY AIDE

JOB SUMMARY

Under supervision of the Library Director and/or the Youth and Teen Services Librarian, performs a variety of clerical tasks in support of the Library; provides general information and assistance to Library patrons; performs circulation desk duties. The Library Aide position is an at-will employee.

ESSENTIAL JOB FUNCTIONS

*The following tasks are typical for the Library Aide position, but are **not** intended to reflect all duties performed within the job.*

- Perform circulation desk duties; check out Library materials to patrons; check in and prepare materials for return to the circulating collection; collect materials from book deposits; register new patrons and collect overdue fines; place specific title holds.
- Operate a variety of office equipment including a computer, typewriter, telephone system, cash register, copy machine, facsimile machine and other related equipment.
- Respond to patron in-person and telephone requests for general and directional information.
- Assist in monitoring equipment and supplies, maintain files.
- Compile statistics and data on information as requested; maintain a variety of records and files.
- Assist with seasonal and on-going programs and activities; set up for special events.
- Input data into Library's computer systems; make corrections; search for missing books as necessary.
- Receive Library materials; check invoices and orders; enter data into acquisition system.
- Perform general clerical work in support of Library activities and operations; type a variety of documents; answer phones; enter information into computer; maintain files and records; process and distribute the mail.
- Perform maintenance and repair functions on Library materials; process severely damaged materials to be repaired by bindery; monitor and claim missing or damaged periodicals.
- Process materials prior to shelving; file and shelve materials as necessary; print classification numbers for Library materials.
- Cooperate as a team member with all Library staff in performing any professional or non professional duty essential to the achievement of efficient Library operations.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of customer service principles and techniques.
- Knowledge of basic operations of a library.
- Understand and carry out oral and written instructions.

Approved 5-19-11

Revised 6-21-12; 8-15-13; 9-17-20

Leanna Hicks Public Library
Library Aide Job Description
Page 2 of 2

- Operate modern office equipment including computers, tablets, and smartphones..
- Type at a speed necessary for successful job performance.
- Ability to interact effectively and courteously with the public in delivering services.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted through work.
- Proficient skills in English usage, such as spelling, grammar and punctuation.
- Experience and knowledge with automated library systems.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: High school graduate or equivalent.

Experience: Two years employment in a public library is preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Incumbents require sufficient mobility to work in a library setting and operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, stretching and reaching; regular lifting of moderately heavy items. Able to push, pull and lift a minimum of 20 lbs.

Vision: Vision sufficient to read small print, computer screens and other printed documents.

HOURS AND STATUS

Status: Part-time, non-exempt.

Hours: \$10-12/hr. Up to 20 hours per week. Hours may vary. Include some evenings and Saturdays.

APPLICATION SUBMISSION

Interested applicants must submit a current resume, cover letter, and three professional references to the Library Director, Betty Adams, by email: badams@inksterlibrary.org. Inquiries can be sent to the same email address. Applications will be accepted until the position is filled. Interviewing will begin one week after posting.