

Library Aide (Part-Time)

GENERAL PURPOSE

Performs a variety of routine, repetitive work of limited complexity.

SUPERVISION RECEIVED

Works under the direction of the Library Director and Librarians (Children's and/or Adult Services Librarians).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Shelve/file library books, periodicals, newspapers, magazines, etc. in proper sequence.
2. Check and rearrange books on shelves to ensure they are in order and assist with periodic collection inventories.
3. Assist patrons with services such as copying, faxing, computer use, microfilm, etc.
4. Provide circulation desk coverage in person and over the phone, including accurate check-in and check-out of items, placing and processing holds for patrons, explaining catalog use and the general arrangement of collections, showing patrons the electronic catalog, etc
5. Apply library policies and procedures to answer common patron questions and handle situations such as library card applications, overdue items, fines, renewals, etc.
6. Learn processes for KOHA, SEKnFind, Hoopla and other systems. Become familiar with resetting account passwords, setting up new library cards, explaining SEKnFind accounts, setting up and troubleshooting Hoopla accounts, renewing library cards, processing payments (cash, check, and card), assisting patrons with printing questions and other basic computer tasks, etc.
7. Assist in maintaining a clean and welcoming library space.
8. Perform other job related duties as requested by the supervisor.

DESIRED QUALIFICATIONS

Education: Graduation from high school or other comparable academic record or completion of a degree at a higher institution of learning.

Necessary knowledge, skills and abilities:

- Knowledge of library practices/procedures or ability to acquire such knowledge,
- Knowledge of computer operation, general office procedures and office machines.
- Ability to accurately shelve items in numerical and/or alphabetical order.
- Ability to follow oral and written instructions.
- Ability to work effectively with and provide good customer service to diverse populations.
- Ability to maintain the confidentiality of patron information.
- Willingness and ability to work as part of a team.
- Willingness and ability to learn new processes and adapt to changes.

TOOLS AND EQUIPMENT USED

Library computers, library systems, electronic card catalog, copy machine, fax machine, printers, phone, etc.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Ability to sit in an office chair for long periods while operating a personal computer is required. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance, stoop, kneel, crouch, or crawl. Occasional lifting and/or moving items up to 25 pounds is required. Ability to reach and work overhead as well as bend down and reach to the floor is required. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is normally performed in a typical interior / office work environment. Some outdoor activities/programs and tasks (i.e. emptying book and media drops, etc). Flexibility in working weekend or evening hours is needed to assist with providing library circulation desk coverage.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.