Job Description

Library Aide

Name:  
Department: Library Operations

Pay Grade: K  
FLSA Code: Non-exempt

Reports To: Head of Library Operations  
Typical Schedule: Varies

Last Updated By: Donna Dunn  
Date: 9/11/2017

Job Summary

Under the direction of the Head of Library Operations, this employee is responsible for shelving library materials, shelf-reading, general straightening of public areas, and practicing the library's policies and procedures.

This position does not have any supervisory responsibilities.

Essential Functions & Responsibilities

Primary

• Cleans, sorts, and shelves library materials
• Understands spine label designation
• Knows the location of all categories of library materials
• Shelf reads
• Provides directional assistance to patrons who visit the library
• Provides assistance with the use of the copier, fax, and print-release stations
• Assists with interdepartmental projects, as requested
• Cleans library equipment
• Assists at programs and events, as scheduled
• Assists with setups and breakdowns for library events
• Assists with removing library materials from book returns, as scheduled
• Attends scheduled meetings and training, as required
• Maintains awareness of overall library functions, projects, and goals
• Represents the library in a positive fashion at all times
Secondary

- Participates in professional development and continuing education, as appropriate
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- Some high school (2 years)
- Bachelor’s Degree
- High school diploma or GED
- Master’s Degree/MLIS
- Associate’s Degree
- Other:

Training, Skills, Knowledge, and/or Experience

Required

- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Excellent written and verbal communication skills
- Ability to prioritize and organize work assignments to meet library needs
- Ability to work independently or as part of a team
- Working knowledge of technology to include: Microsoft Windows and Office applications, Google Suite applications, and the internet
- Ability to adapt to evolving technology
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Successful work and/or volunteer experience in a public library
Physical Requirements

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Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.
Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

__________________________  ________________
Employee Signature          Date