

Pearle L. Crawford Memorial Library
LIBRARY AIDE

PRIMARY PURPOSE

Administrative and customer service duties relating to the circulation of library materials and the daily operation of the library; other related work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are illustrations of the type of work 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.

Uses library automated circulation system to check materials in and out, search online catalog, process holds, register borrowers, update patron records, and collect fines and fees.

Answers basic reference inquiries and provides reader's advisory in person, via telephone and email.

Assists patrons with the use of online catalog to locate materials.

Assists patrons with use of Internet computers, reference databases, and downloadable eBook and audiobook services.

Catalogs and processes library materials following established procedures.

Reshelves library materials and maintains periodicals.

Performs basic book and media repair.

Provides direction for volunteers.

Performs additional duties to assist with adult and youth services.

Attends regular staff meetings.

Performs other similar duties as required.

SUPERVISION

Works under the general supervision of the Library Director following established policies, procedures and guidelines. May perform tasks under supervision of Children's Librarian. Occasionally may work unsupervised and be expected to solve problems and serve library users independently.

WORK ENVIRONMENT

Work is performed in a busy public service area, subject to moderate noise, with frequent interruptions. Schedule may include evening and/or weekend hours. Employee is required to operate standard office equipment. Access to patron records requires a high degree of accuracy and discretion. Errors could result in delay of service to patrons.

RECOMMENDED QUALIFICATIONS**EDUCATION AND EXPERIENCE**

Minimum of high school diploma or G.E.D. required; one year of work experience, preferably in a library, customer service, or public service environment; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of library policies and procedures, including automated circulation systems; knowledge of the Dewey Decimal System; knowledge of books and literature.

Ability to interact tactfully and appropriately with the public and other staff; ability to communicate effectively and accurately, both orally and in writing; excellent organizational skills; computer hardware and software, Internet, and social media literacy; ability to work with limited supervision.

PHYSICAL REQUIREMENTS

Moderate physical effort is required to perform most duties; the employee is frequently required to stand, sit, stoop, walk, speak and hear, use hands to operate equipment, empty the book drop and carry books. Vision requirements include the ability to read documents and use a computer.

This 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.