

Part Time Library Aide

Primary Duties

- Greets all patrons entering the building in a friendly manner.
- Provides excellent customer services and handles customer inquiries in person and via phone.
- Using the automated circulation system, checks out library materials to the public and checks in returned items.
- Assists patrons in the selection and location of books and non-print materials.
- Shelves materials and maintains order of collections.
- Assists patrons with photocopies and fax machine, collects fees as necessary.
- Collects fines and fees, handles cash and records financial transactions accurately.
- Uses computers and the Internet effectively for providing Library services.
- Assists in daily operating procedures, including: opening and closing, shelving materials, straightening shelves, patron registration and other duties.
- Completes special projects as needed.

Specific Requirements

- Is self-motivated.
- Provides customer service in a friendly and helpful manner.
- Maintains composure while handling a variety of duties, deadlines and complaints from the public.
- Skilled in the use of computers and search techniques.
- Demonstrates problem-solving and decision-making techniques.
- Must be able to read, write and understand the English language.
- Must be able to alphabetize materials correctly.
- Must be able to effectively communicate with the public.
- Must be able to communicate clearly and concisely, orally and in writing, including formal communications.
- Must possess the ability to make independent decisions when circumstances warrant.
- Must be able to operate Library equipment including: computers, typewriter, fax machine, copy machine, printers and microfilm reader.
- Must possess the ability to deal tactfully with personnel, visitors, and the general public.
- Must have patience, tact, a cheerful disposition and enthusiasm as well as willingness to handle difficult staff and situations.

Working Conditions

- Works in shared space at circulation desk, meeting room and lobby.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours when necessary.
- Position may require occasional out of town travel for training opportunities.

Physical and Sensory Requirements

- Must be able to move intermittently throughout the workday.
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position be fully met.
- Must be able to cope with mental and emotional stress of the position.
- Must be able to stand or sit for long periods of time while performing job duties.
- Must be able to push, pull or lift a minimum of 15 lbs.
- Must be able to shelve books or read shelves from the floor to a height of 5', this may include stooping, squatting or kneeling.