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## **Job Description**

**JOB TITLE: LIBRARY AIDE**

DEPARTMENT: Library

REPORTS TO: Library Director

LAST REVISED December 2019

**POSITION PURPOSE AND OBJECTIVES:** The Library Aide provides professional circulation services to all ages on a day-to-day basis, which include shelving materials, general library upkeep and order and assisting patrons with technology needs including cell phones, computers, or other various technologies. Performs other duties as assigned by the Library Director.

**ESSENTIAL JOB FUNCTIONS:** (Illustrative Only)

Assists and instructs patrons in the selection, location and use of all library materials and information, and use of library facilities in an appropriate manner.

Performs duties at circulation desk, including patron services, computer assistance, reference services or any other patron requests.

Keeps library organized through light cleaning, shelving, and other necessary duties related to library upkeep and presentation.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

High School Diploma or equivalent. Some work experience dealing with the public preferred.

Working knowledge of technology including but not limited to: basic PC and laptop operations and troubleshooting; basic email operations; basic cell phone/PDA operations; Microsoft Office functions.

Excellent oral and written communication skills. Ability to complete projects independently and as a member of a team.

**SUPERVISORY RESPONSIBILITIES:** None

**WORKING CONDITIONS:** Work is performed in a busy library setting, subject to moderate noise.

Must be able to walk, sit, stoop, reach, stand, talk, listen, and use library equipment.

Must be able to retrieve and shelve library materials use a step stool, lift up to 25 lbs. and move a book cart on wheels.

Job Type: Part-time

Salary: \$10.00 to \$11.00 /hour