

Library Aide

Job Description

Job Title: Library Aide

General Description:

Processes and maintains the library collection and assists groups and individuals in locating and obtaining materials. Issues and receives materials for circulation and use in library. Assists with programming as needed.

Reporting Relationship(s):

Reports to: Library Director

Supervises: None

Characteristic Duties:

- Issues and receives materials for circulation and in library use.
- Processes and maintains collection of books, serial publications, documents, audiovisual materials, and other materials.
- Operates copy machine, fax machine, and computer software such as the Microsoft Office Suite.
- Maintains a clean and organized work area.
- Arranges books and other items for displays.
- Other duties as assigned.

Minimum Qualifications:

- Ability to work all hours of library operations, including nights and weekends.
- Ability to effectively communicate orally and in writing.
- Ability to adhere to the ALA Code of Ethics.
- Ability to provide excellent customer service to a wide variety of library users.
- Ability to use office equipment like a fax machine and copier.
- Experience with computer systems (Microsoft Office Suite, Internet, and online databases).

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

Adopted: June 14, 2012

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