

POSITION DESCRIPTION

City of Brewer

Class Title: Library Aide
Department: Library
Updated: October 3, 2018

GENERAL PURPOSE:

This is an entry level non-professional Library position. An employee in this class supports the overall Library operations and provides clerical support.

SUPERVISION RECEIVED:

Works under close supervision of the Library Director.

SUPERVISION EXERCISED:

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Checks out/in Library materials to the public.
- Shelves books.
- Collects overdue fines and fees.
- Assists patrons in the selection and location of books and non-print materials.
- Adheres to, promotes and respects Library and City of Brewer policies.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Maintains special records or sections of the Library as assigned by Supervisor.
- Maintains schedule of shelf reading and cleaning of assigned shelf sections.
- Assists in sending out overdue notices to patrons.
- Assists in maintaining books and materials.
- Assists in design and preparation of exhibits and programs as assigned.
- Assists with Outreach book-delivery service as assigned.
- Assists with special Library projects, services and events as assigned.
- Knows basics of the Dewey system.
- Performs a variety of miscellaneous duties such as answering phones, running errands, picking up needed supplies for activities, making arrangements of facilities by setting up tables and chairs for programs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED preferred.
- Previous paid or volunteer Library experience helpful.

Necessary knowledge, skills and abilities:

- Aptitude for clerical and detail work.
- Excellent communication skills.
- Ability to work independently or with a team.
- Knowledge of and interest in books and literature.
- Familiarity with basic reference resources e.g., encyclopedias, almanacs etc.
- Strong technology skills and knowledge; ability to learn new technology as required.
- Ability to understand and follow oral and written instruction.
- Ability to establish and maintain effective working relationships with patrons, coworkers, supervisors and the general public.

TOOLS AND EQUIPMENT USED

Library computer system, personal computer, telephone, printer, calculator, copier, fax and cash register.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, stand, talk and hear. The employee is frequently required to use hands, fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms and bend at the knees and waist. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions. The noise level in the environment is generally quiet.