

POSITION DESCRIPTION
City of Brewer

Class Title: LIBRARY AIDE

Department: Library

Date: June 15, 2020

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

- Part of a two-person team that delivers books to nursing homes and apartments as part of our patron outreach program;
- Assembles seasonal library displays;
- Checks out/in library materials to the public;
- Shelves books;
- Collects overdue fines and funds.
- Assists patrons in the selection and location of books and non-print materials.
- Adhere, promote and respect 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 of appointed shelf sections.
- Assists in sending out overdue notices to patrons.
- Assists in maintaining books and materials.
- Assists in preparation of exhibits.
- 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.

Abilities, Skills and Knowledge:

- Aptitude for clerical and detail work;
- Good communication skills;
- Knowledge of and interest in books and literature;

- Familiarity with basic reference resources e.g., encyclopedias, almanacs etc.;
- Ability to understand and follow oral and written instruction;
- Flexible schedule with the ability to work weekends, mornings, and evenings.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

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

Necessary knowledge, skills and abilities:

- Ability to establish and maintain effective working relationships with patrons, employees, 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 and fingers to 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.