



Wright Memorial

Public Library

WRIGHT MEMORIAL PUBLIC LIBRARY

JOB DESCRIPTION

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| <i>POSITION TITLE:</i> | <i>LIBRARY AIDE</i> |
| <i>JOB CLASSIFICATION:</i> | <i>NON-EXEMPT</i> |
| <i>DEPARTMENT:</i> | <i>CIRCULATION SERVICES</i> |
| <i>REPORTS TO:</i> | <i>OPERATIONS COORDINATOR</i> |
| <i>DIRECT REPORTS:</i> | <i>NONE</i> |

SUMMARY OF RESPONSIBILITIES

Maintain access to the library's collection by preserving the physical appearance and order of items through shelving and shelf reading.

JOB RESPONSIBILITIES

- Answers patrons' directional questions and directs patrons to proper staff for further assistance.
- Shelves materials on shelves in accordance with library standards.
- Reads shelves to ensure items are in order.
- Checks for claimed return, missing, and lost items.
- Moves books from new book room to regular shelves as directed.
- Helps keep the appearance of the Wright Library attractive to patrons.
- Reports problems and unusual circumstances to the Circulation Services Coordinator.
- Puts away items that have been left on tables, aisles, and other areas.
- Assists with opening and closing duties.
- Locates interlibrary loan items.
- Prepares interlibrary loan items for shipping and receiving.
- Helps keep work area clean and organized.
- Performs other duties as assigned.

POSITION REQUIREMENTS

To perform the job successfully, an individual should demonstrate the following competencies:

- Attendance and reliability: Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.

- Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues and members of the public.
- Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- Initiative: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- Teamwork: Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations.
- Organizational Ethics: Maintains a high level of ethics, integrity and confidentiality. Follows all library policies and procedures.
- Technical Skills: The ability to perform necessary tasks, and provide assistance to patrons, using a variety of technologies.
- Safety/Security: Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.
- Professional Development: Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- A high school diploma or GED
- Ability to file library materials in alphabetical and/or numerical order.
- Ability to frequently carry, hold, lift, reach, stoop, sit, turn, push, and pull items or carts weighing up to 75 pounds.
- Proficiency in basic computer knowledge and demonstrable ability to use applications in Windows environment including Microsoft Office products, Internet use, and email.
- Skill and ability to read English, understand oral and written instructions, and communicate effectively with staff and patrons, orally and in writing.
- Ability to interact with the public, vendors, or staff in a consistent, friendly, and professional manner.
- Ability to complete and compute various math equations when completing reports.
- Ability to learn various integrated library system functions used in carrying out essential job responsibilities.
- Maintains a positive attitude and a willingness to accept change.
- Ability to work flexible schedule including nights and weekends.