

**White Lake Community Library
Position Description
Library Aide
2019**

Summary

Assists patrons in using library resources, and performs a variety of other tasks in the community library.

Supervision Received

Work performed is under the direction of the assistant director.

Responsibilities and Essential Duties

An employee in this class may be called upon to do any or all of the following:

1. Assist patrons at the circulation desk with holds, circulation of materials, and other work as required.
2. Assist Internet users.
3. Assist patrons in making effective use of library facilities, including locating materials.
4. Use good telephone etiquette when making and receiving library calls.
5. Assist with opening and closing procedures.
6. Assist with the maintenance of the collection, including shelving of materials, shelf reading and making labels.
7. Assist in maintaining the neat appearance of the public and staff areas.
8. Perform other tasks as assigned, such as senior book services and book mending.
9. Assist with book sale preparation.

Number of Hours for this Position

An employee in this position would work up to 25 hours per two-week pay period, including some evenings and Saturdays.

Benefits

An employee in this position does not receive paid vacation or sick time benefits.

Pay

\$10.50 per hour to start

Evaluation

The director/assistant director conducts annual performance reviews of the library aides.

Desirable Qualifications for Employment

An employee in this class should have the following abilities and experience:

1. Able to work effectively with the public and staff.
2. Must be a team player.
3. Be dependable, a self-starter, detail-oriented and able to follow directions.
4. Able and willing to learn general library procedures
5. Good computer and customer service skills.
6. Able to pass a physical examination and drug screen.