

W.B. Konkle Memorial Library Library Aide Job Description

Qualifications:

- High school diploma, GED or equivalent.
- Work experience with the public.
- Knowledge of basic computer operations.
- Demonstrated oral and written communication skills.
- Demonstrated team player.

Duties and Responsibilities:

- Assist in library operations, such as circulation, reserves, interlibrary loans, overdue books and new patrons.
- Shelve library materials.
- Assist patrons in locating materials in the collection, both online and on the shelf.
- Assist with processing and preparing new library items.
- Learn and improve library computer skills.
- Assist with special library projects and programs.
- Answer phone and other circulation desk requests.
- Maintain annual continuing education, 6 hours every two years (in addition to regular scheduled hours).
- Provide supervision to patrons in the library
- Promote library programs and services available.
- Assist with weeding the collection and make recommendations for replacements.
- Keep library in a neat and orderly manner
- Ensure building is unlocked and locked at the appropriate times and basement is clear of patrons.
- Assist with displays that promote library activities.
- Assists with periodic inventory.

Employee Code of Conduct:

- Work positively with the all patrons and staff.
- Provide quality customer service.
- Demonstrate professional behavior at all times.
- Follow duties assigned by the librarian in a positive manner.
- Take initiative to assist and do tasks that need to be done.
- Adhere to work schedules.
- Accept constructive evaluation of performance.
- Exercise tact, good judgment and initiative in dealing with the public.
- Work efficiently under minimum supervision.
- Adjust to new situations with ease.

Employee Physical Demands:

- Must be able to lift appropriate boxes for job duties (minimum weight 10-15 lbs).