

## **LIBRARY AIDE**

Pay Grade:	\$12.00 per hour
Hours:	Part-Time May include evening and weekend hours
Department:	All Departments
Job Mission:	To place and/or replace library materials in their correct locations and to maintain the correct locations of these materials. Assists with other duties as assigned

### Job Requirements:

1. Be at least sixteen years of age and be enrolled in at least a high school level educational program, a high school graduate is preferred
2. Ability to physically move stacks of books and/or audio-visual materials including placing them on top and bottom shelves
3. Ability to bend, stoop, lift and push for several hours at a time
4. Ability to place materials in their correct alphabetical and/or numerical order
5. Ability to provide a positive and friendly image to patrons
6. Ability to perform routine and assigned duties while being under either direct or indirect supervision
7. Ability to work with other staff members and the public in a structured environment
8. Demonstrated attention to detail

### Job Description:

1. Sort and shelve all returned and discarded materials according to the Dewey Decimal System, alphabetically or numerically as per section designation
2. Maintain materials in proper order on the shelves (read the shelves) and maintain the condition of the shelves (dust/clean, straighten, etc.)
3. Assist with material processing for circulation
4. Assist with preparation of materials, set-up and clean up for programs
5. Remove damaged materials from carts or shelves for repair or deselection
6. Keep library building neat and in good order, including but not limited to dusting, cleaning computers, wiping down tables, sweeping, and emptying trash cans
7. Attend appropriate departmental and library meetings as directed
8. Perform other committee, departmental and library duties as assigned by the Director or departmental coordinators