

**White Lake Community Library
Position Description
Library Aide
2018**

Summary

Assists in public service responsibilities and also does a variety of 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. Assists patrons at the circulation desk with holds, circulation of materials, and other work as required.
2. Assists Internet users.
3. Assists patrons in making effective use of library facilities, including locating materials.
4. Uses good telephone etiquette when making and receiving library calls.
5. Assists with opening and closing procedures.
6. Responsible for assisting with the maintenance of the collection, including shelving of materials, shelf reading and making labels.
7. Assists in maintaining the neat appearance of the public and staff areas.
8. Performs other tasks as assigned, such as senior book services and book mending.
9. Book sales assistance.

Weekly Number of Hours for this Position

An employee in this position would work up to 25 hours per pay period (2-weeks), mostly evenings and rotating Saturdays.

Benefits

An employee beginning in this position would receive vacation as outlined in the revised Personnel Manual, which was approved by the library board on January 2012.

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

Pay

Minimum Wage 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. Ability to work effectively with the public and staff.
2. Must be a team player.
3. Be dependable, a self-starter, detail-oriented and ability to follow directions
4. Ability and willingness to learn general library procedures
5. Have good computer and customer service skills.
6. Physical examination is required for new hires.