**Job Description**

****

**Position: Library Aide**

Reports to: Library Director

Hours: 10 hours per week. Prefer afternoon hours. Some Saturday work possible.

**Job Summary**

Provides general customer service and supports other library staff.

**Responsibilities**

* Shelve library materials
* Help library patrons find materials
* Answer the library telephone
* Other library related duties as assigned

**Job Requirements**

* No education or experience requirements.
* Age 14 or older. If under age 16, must be eligible for and acquire a work permit prior to beginning employment.
* Some knowledge of library materials and methods.
* Able to sort accurately in alphabetic and numeric order according to the Dewey Decimal System.
* Knowledge of and skill in using effective English, including good grammar.
* Basic computer skills.
* Ability to perform clerical tasks efficiently and accurately.
* Physical ability to bend, stoop, push, reach, grasp, handwrite and type, lift, and carry up to 40 lbs.
* Ability to assess visual cues. Far vision at 20 feet or further; near vision at 20 inches or less.
* Ability to listen and communicate effectively with others in person and over the telephone.
* Ability to deal courteously and tactfully with the public.
* Ability to recognize confidential information and keep it confidential.
* Ability to arrive at work in a punctual manner and reliably assume responsibility as delegated.
* Ability to learn the use of office equipment, including photocopier, fax machine, computer running specialized library software, and other equipment as required.
* Ability to handle details, complete work efficiently, and tolerate stress of busy circulation desk.
* Ability to understand and carry out both written and oral instructions.

Appointment and/or continued employment is contingent on successful completion of a background check prior to employment and a six-month probationary period at the start of employment.

*Approved and adopted by the Eager Free Public Library Board of Trustees on March 26, 2024*.