

## **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**

- Shelf 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.*