



HUDSON AREA JOINT LIBRARY LIBRARY AIDE

Department: Library

Pay Range:

Reports to:
Library Director, Associate Librarian, Library Assistant

FSLA: Non-Exempt

Date Approved: June 8, 2016

This position is responsible for checking-in materials, shelving and maintaining the order of the library's collection. This position is part-time.

ESSENTIAL FUNCTIONS

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares and maintains materials for patron access.
 - Utilizes the library's circulation system to check in materials as directed, including book drop and delivery;
 - Arranges returned materials on book carts and shelves items;
 - Shelf reads and straightens materials;
 - Packs and unpacks materials for delivery;
 - Searches for and locates library materials as requested for processing holds, weeding collection, etc.
- Other duties include but are not limited to:
 - Cleans and organizes toys and equipment;
 - Makes copies, as requested;
 - Provides directional assistance to patrons;
 - Assists in weeding collection by locating and pulling items for review;
 - Completes routine opening and closing tasks, as assigned.

OTHER JOB FUNCTIONS

- Performs other job duties as assigned.

REQUIREMENTS

- Education: none required
- Experience: Entry level position; no experience required.
- Must be 16 years old or older.
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KNOWLEDGE, ABILITIES, AND SKILLS

- **Knowledge of**
 - Dewey Decimal System
 - Computer systems and technology.
- **Ability to**
 - Use library computer system;
 - Maintain a regular work schedule
 - Follow detailed directions
 - Effectively present information and respond to patron questions;
 - Maintain confidentiality of patron information;
 - Work independently, organize and prioritize work, respond to changing work demands, and make decisions, as appropriate.
- **Skills in**
 - Interpersonal communication skills;
 - Organization and time management;
 - Problem solving.

PHYSICAL DEMANDS and WORKING CONDITIONS

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
 - Bend, twist, or reach;
 - Required to balance or climb, on occasion;
 - Push or pull wheeled library carts weighing up to 400 pounds;
 - Lift or carry items weighing 50 pounds or less;
 - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without accommodation, of the position of Library Aide at the Hudson Area Library. If employed, I certify that I can and will perform the essential functions of the position. Administration reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for informational purposes only and does not indicate a written or implied contract of employment.

Acknowledgement of Review

I acknowledge that I have read the information presented above, and I understand the expectations set forth hereto.

Employee Signature

Date

Library Director

Date