



HUDSON AREA JOINT LIBRARY

Position Description

Position Title: Library Aide

Department: Library

Supervision Received: Library Director, Circulation Assistants,
Patron Service Coordinator
Supervision Exercised: None

FLSA: Non-Exempt

Date Approved: June 8, 2016

Date Revised:

Position Purpose:

This position is responsible for shelving and maintain the order of the Library's materials to ensure that materials are readily available for use. This is a part-time position with a flexible schedule that includes nights and weekends. Hours for this position are less than 19 hours per week.

The following knowledge, skills, and abilities are required of all employees:

1. Communication:

- *Effective written and oral communication skills;*
- *Active listening skills; seeks first to understand.*
- *Communicates respectfully, at all times.*

2. Customer Service: *Effectively connects with the patron and builds positive relationships with library patrons.*

3. Personal Leadership:

- *Demonstrates effective judgement and decision making process;*
- *Provides appropriate responses and direction to predictable and unpredictable situations;*
- *Models accountable behaviors and interactions to create a foundation of trust;*
- *Embraces change;*
- *Seeks learning opportunities;*
- *Maintains patron confidentiality;*
- *Creates a positive and productive work environment.*

4. Results: *Aligns work with Library's mission and vision and strategic plan goals; Accepts responsibility for outcomes.*

5. Self-Management: *Balances work and personal life; is aware of emotions and impact on others.*

6. Relationships – Teamwork:

- *Promotes team cohesiveness and accountability;*
- *Inspires others through effective leadership;*
- *Collaborates with others;*
- *Shares expertise and talents;*
- *Participates actively and productively in meetings.*

7. Technology: *Embraces new and emerging technology for efficiency and life-long learning.*



ESSENTIAL RESPONSIBILITIES

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.

Performs Library Aide duties:

- Unpacks delivery items, checks for and notes damaged materials, informs appropriate staff about damaged materials, and checks-in delivery materials.
- Monitors book returns, collects and checks-in materials throughout shift.
- Evaluates all materials for damage.
- Shelves library materials.
- Pulls materials on weeding list, as requested.
- Shelf-reads collection for proper arrangement of materials, alerts supervisor to problem areas.
- Assists in training new library aides, as requested.
- Checks-in paged / pulled materials and place on holds shelf or in delivery bins.
- Proficient in Dewey-decimal system and shelving practices.
- Assists with other projects, as needed.
- Directs volunteers, as needed.
- Performs closing tasks, as assigned.

OTHER JOB FUNCTIONS

- Performs other job duties as assigned.

REQUIREMENTS

- Education: Must be enrolled in or graduated from high school.
- Experience: 1 – 2 years of customer service experience, preferred.

KNOWLEDGE, ABILITIES, AND SKILLS

- **Knowledge of**
 - Library technology, automation and computer systems;
 - Library services and procedures;
 - Communication standards (written and oral);
 - Standard office equipment;
 - Computers and new technology.
- **Ability to**
 - Work independently with minimal supervision;
 - Work well with the public;
 - Communicate effectively;
 - Establish and maintain effective working relationships.
- **Skills in**
 - Public relations;
 - Organization and time management;
 - Creative thinking and 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