

BOROUGH OF WILKINSBURG

JOB TITLE: **Library Aide**
DEPARTMENT: LIBRARY
REPORTS TO: LIBRARY DIRECTOR
LAST REVISED: SEPTEMBER 2021

POSITION PURPOSE AND OBJECTIVES: The Library Aide position is a part-time position, performing general library service work assisting the public with the materials borrowing process, location of books, and other easily accessible information. Library Aid schedules are consistent, but subject to some week to week variance. Work is performed under the direction and supervision of the Library Director, Branch Manager, Project Manager/Library Relations or Circulation Clerk.

ESSENTIAL JOB FUNCTIONS:

- Uses library software to assist and direct patrons to item locations and gather materials they are seeking and/or locate the materials at another library
- Registers new borrowers and issues new patron cards
- Assists with processing newly-acquired books, newspapers, magazines, DVDs, music CDs and audio books
- Answers questions for patrons via telephone or in person
- Assists with circulation procedures including, but not limited to, checking in returned materials, checking out materials, updating patron records, shelving returned materials, compiling lists of requested materials from other libraries and preparing them for inter-library pickup, and checking in inter-library materials delivery
- Assists patrons in the use of online catalog, public computers and digital devices
- Performs related duties as assigned by the Library Director, Branch Manager, Project Manager/Library Relations and Senior Circulation Clerk

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Knowledge of library rules, procedures and practices, as well as competency in computer use. Must be adept in the use of Microsoft Office products, particularly Word and Excel, internet and email. Must be able to operate a copier and other general office equipment, as well as any current or future computer platform for documentation. Must be able to maintain accurate records through electronic and paper systems. Must be able to understand and follow oral and written instructions; possess the ability to establish and maintain effective working relationships with library personnel and the public; must be able to practice skills of verbal and non-verbal conflict resolution. If at any time the job requires the operation of a Borough or personal vehicle, one must possess a valid PA Driver's License.

WORKING CONDITIONS: Work is performed in a generally comfortable indoor library environment.

PHYSICAL DEMANDS: (ACTIVE) Requires standing for varying time limits, bending, lifting (at least 25 pounds), stretching, sitting. Normal corrected vision and hearing is required.

MINIMUM QUALIFICATIONS:

Education: Completion of high school or equivalent. College education, with a focus in library or information science, is preferred.

Experience: Previous experience in library work is preferred or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

PA State Police Criminal record check, Drug Screening, PA Child Abuse History clearance and FBI fingerprints are required to begin work.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Adult Assistant Services position.