

Crete Public Library District

Position Description: Library Aide

Status: Part-time non-exempt

DEFINITION: Under the supervision of the Adult Services, Patron Services, and/or Youth Services Manager, performs work related to the accurate shelving of library materials and assists with various other projects in all departments. Significant responsibility for shelving materials, reading shelves, keeping shelves neat and orderly.

- Provides consistent gracious and friendly service to internal and external customers.
- Understands and enforces library policies and procedures while safeguarding confidential and restricted information.
- Actively pursues opportunities to increase knowledge of current technology and library trends.
- Exhibits a willingness to go above and beyond the call of duty to meet patrons' requests and to promote a positive image of the library throughout the community.

DUTIES AND RESPONSIBILITIES:

1. Accurately shelves library materials.
2. Reads shelves for accurate filing.
3. Checks shelves for missing and overdue materials.
4. Keeps shelves neat and orderly, including facing shelves, shifting, keeping books standing straight by tightening bookends, and dusting/cleaning shelves as needed.
5. Keeps displays stocked and may assist in creating displays.
6. Assists with directional questions; refers patrons to the appropriate staff/department as needed.
7. May assist with projects in the Youth Services and Adult/Teen Services departments, including, but not limited to collection maintenance and preparing materials for programs.
8. May assist with tasks in the Patron Services/Technical Services Department, including, but not limited to covering, labeling, and discarding materials.
9. Keeps work area neat and orderly.
10. Performs other duties as assigned by department managers.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff and public.
2. Ability to empathize and relate to the needs of all patrons.
3. Ability to exercise reasonable judgment and discretion.
4. Ability to pay attention to detail.
5. Ability to take instruction.
6. Ability to work independently and manage interruptions.
7. Ability to accurately arrange materials in alphabetical and numerical order.
8. Ability to refer questions and problems.

9. Ability to communicate effectively orally and in writing, in English.
10. Ability to manage and prioritize multiple tasks.
11. Ability to remain calm and effective in difficult situations.
12. Ability to adapt to and effectively manage change.
13. Ability to push a fully loaded book cart.
14. Ability to lift and carry up to 35 pounds.
15. Position involves frequent and often prolonged periods of standing, walking, bending, reaching, stooping, kneeling, sitting on the floor and/or climbing on kick stools.

QUALIFICATIONS:

1. Must be at least 16 years old.
2. Alphabetical and numeric test required.
3. Willingness to work evenings and weekend.
4. Access to transportation.