

PIEDMONT REGIONAL LIBRARY SYSTEM

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

JOB TITLE: Library Services Aide
HOURS: Part time
SCHEDULE: May be assigned any hours, including evenings and weekends

JOB SUMMARY: The Library Services Aide is responsible for shelving materials and maintaining order in the public area of the library.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Works in the public service area of the public library weekdays, evenings, and/or weekends. Examples of duties:

- Assist with the preparation and acceptance of transits
- Sort and shelve books and other library materials
- Check shelves regularly to maintain order
- Keep public areas neat and orderly
- Participate in and complete staff development opportunities

MAY ALSO:

- Assist patrons in finding resources in the print collection
- Assist patrons in the use of the photocopier, printer, and other equipment
- Assist patrons in the use of public computers including the Internet and word processing
- Assist with opening and closing procedures as assigned
- Assist with planning and/or implementing programs
- Prepare displays

QUALIFICATIONS:

- Ability to learn the Dewey Decimal System and general organization of library materials
- Ability to meet the schedule of the job including some evenings and weekends
- Computer and internet skills
- Good oral and written communication skills
- Ability to push loaded book trucks up to 100 pounds and carry stacks of books up to 35 pounds
- Ability to stand and be on feet for several hours at a shift
- Some high school preferred

TRAINING, SUPERVISION, AND EVALUATION:

Training, supervision and evaluation are provided by the Library Manager. Employee must be capable of reasonable maturity and self-direction in performing duties and assuming responsibilities.