

Town of Winslow
WINSLOW PUBLIC LIBRARY

JOB DESCRIPTION

Substitute Library Aid

Title: Substitute Library Aid

General Purpose

Substitute Library Aids, work part-time, covering open shifts in the library staff schedule. They do not have a guaranteed weekly or monthly work schedule but will be contacted when there is a need for supplemental staffing at the library

Distinguishing Features of Work

Substitute Library Aids are responsible for assisting at the circulation desk (checking-in, checking-out, and renewing materials), helping library patrons with various library services (i.e., using computers, copying, finding materials, and keeping the library shelves in order for patrons. Aids will occasionally assist with library programming.

Essential Duties and Responsibilities

- Performs circulation desk procedures, such as checking in and checking out materials, and collecting fines & fees.
- Help process Interlibrary loan requests and check-in deliveries of interlibrary loans
- Maintains the orderly placement of the collection on the shelves
- Shelves library materials and reads shelves
- Occasionally, assist patrons with ready-reference questions and reader advisory, and database searching.
- Aids with printing, copying, and scanning.
- Assists in library programming and displays
- Answers directional questions and refers patrons to appropriate personnel
- Provides word processing, desktop publishing and filing services as needed.
- Performs other related work as required
- Responsible for Library opening and closing procedures as assigned.

Minimum Qualifications

- Working knowledge of library methods and procedures (knowledge of circulation procedures and policies, organization of the library collection, and material processing procedures) or applicable skills.
- Ability to assist patrons of all ages in the use of the library's resources
- Knowledge of and ability to perform various clerical and computer-related tasks
- Ability to communicate effectively, both orally and in writing
- Working knowledge of English grammar and spelling.
- Ability to exercise tact and initiative.
- Minimum high school diploma: some customer service experience preferred
- A demonstrated ability to perform in a service-oriented environment
- Ability to operate library machines properly.
- Keyboarding and filing ability.
- Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences.
- Ability to establish and maintain effective working relationships with the staff and general public
- Knowledge of and adherence to library policies
- Willingness to work evenings and Saturdays

Other

- Other duties as assigned.