

# City of Crosby Job Description

**Position Title:** Library Aide Intern

**FLSA:** Non-exempt

**Department:** JFHML

**Salary Grade:** \$12.00/hour

**Accountable to:** Head Librarian

**Position Status:** Part-Time

**Date Revised:** April 23, 2021

---

## **Job Summary:**

Work is performed under the general supervision of the Head Librarian with the incumbent planning and carrying out of assigned duties and resolving problems according to established guidelines and procedures. A Library Aide executes daily tasks at the front desk and assists Library staff as needed. Technologically savvy and good personal communication skills are a must. The candidate must be able to deal with the public in a professional and friendly manner.

## **Scope of Responsibility:**

Assist library patrons and library staff in the course of planning and delivering library services and programs.

---

## **Essential Duties and Responsibilities:**

- Assist in planning, implementing, and presenting programs for all ages
- Assist in coordinating volunteers for programs and events
- Work with librarian to establish and facilitate Teen Advisory Board
- Work evenings and Fridays/Saturdays
- Open and close Library according to procedure guidelines
  - Operate security alarm system
  - Empty book drop
  - Process and organize daily newspapers and magazines
- Front Desk Duties
  - Observe data privacy rules
  - Check materials in & out
  - Answer telephone
  - Reserve books and call patrons with reserves
  - Assist patrons in locating books & materials
  - Record new book requests
  - Record daily statistics
  - Take meeting room reservations
  - Collect monies for fines, fax, fees, etc.

- Call Patrons with overdue materials
    - Accept and record book donations
  - Monitor all areas of the library including computer lab
  - Assist in collections development
    - Make recommendations of new library materials for purchase
    - Assist in weeding the collection
  - Assist with special programs
  - Operate all office equipment: computers, printers, typewriter, copy machine, calculator and fax
  - Help patrons in computer lab as needed
  - Shelve books, shelf-read & straighten collections
  - Assist patrons with e-book devices
  - Assist in other Library tasks as needed or directed by Librarian
- 

**Minimum Qualifications:**

- Must be a high school graduate
- Must be enrolled in a post-secondary institution (minimum of part-time) when applying or will be enrolled for the fall semester
- Demonstrated ability to maintain confidentiality
- Excellent customer service skills

**Desired Qualifications:**

- Experience working with digital technologies, including mobile technology
- Experience working with the public
- Experience working with children and youth
- Interest in career in libraries or related field

**Physical**

- Must be able to lift 40 pounds