**City of Crosby Job Description**

**Position Title: Library Aide Intern FLSA: Non-exempt**

**Department: JFHML Salary Grade: $14.00/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:**

* 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