

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
 - Shelf books, shelf-read & straighten collections
 - Assist patrons with e-book devices
 - Assist in other Library tasks as needed or directed by Librarian
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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