

LIBRARY AIDE

Position Title

GENERAL DESCRIPTION:

Under supervision of the Site Manager, maintains children's area and performs other duties related to related to the operation of the WCL.

ESSENTIAL FUNCTIONS OF POSITION:

- Summer Reading Program Planning
- Leading story times
- Shelving children's materials
- Attending meetings pertaining to children's services

EXAMPLES OF OTHER FUNCTIONS:

- Assist patrons at circulation desk
- Recommend reading materials
- Answer phone

THE ABOVE DESCRIPTION DOES NOT INCLUDE OTHER DUTIES OF A SIMILAR COMPLEXITY AND RESPONSIBILITY WHICH MAY BE ASSIGNED AS NEEDED.

QUALIFICATIONS FOR EMPLOYMENT:

- High School graduate
- Ability to operate computers and various office machines
- Ability to communicate and work effectively with adults and children
- Ability to be organized and flexible
- Good sense of humor

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is performed in a library environment requiring periods of sitting with attention to a computer keyboard and video display terminal; light lifting or reaching for books is required; frequent interruptions of work may be experienced by customers seeking information in person or by phone or by changing priorities in the library. Requires occasional contact with the public under stressful conditions.