

Hudson Area Joint Library

Library Aide

Position Description

LOCATION: Municipal Building, 911 4TH Street, Hudson, WI 54016.

SALARY: \$7.50/hr, non-benefit position.

HOURS: Part-time hours (10 hours per week); schedule includes evenings, 1-2 Saturdays per month. Day hours available depending on candidate's schedule.

REPORT TO: Associate Librarian, Children's Librarian, Library Assistant.

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Must be at least 16 years of age.

KNOWLEDGE, ABILITIES, AND SKILLS: Ability to file library materials in accordance with designated system; ability to learn general shelving procedures using Dewey Decimal System; ability to follow oral and written directions; ability to do simple clerical work; ability to communicate and work courteously and effectively with other employees and the public; ability to read English; ability to maintain work schedule with weekend and evening hours; basic computer skills.

DUTIES AND RESPONSIBILITIES: The **primary duty is to organize and shelve library materials**, (books, periodicals, and multi-media materials). **Duties** include but not limited to

-identifying, organizing, and packing materials for distribution to other library locations;
-checking in materials and shelving materials;
-repairing/cleaning/covering library materials;
-performing light housekeeping;
-staffing the circulation desk, on an as needed basis which may include registering new users; renewing materials, reserving materials; collecting fines;
-answering the telephone;
-providing assistance to patrons with general questions and referring non-directional questions to appropriate staff member;
-assist patron reserving materials and using the MORE catalog
-performing related duties as assigned.

EXAMPLES OF WORK PERFORMED: On a daily basis, shelve books (this is the primary duty) which usually requires frequent bending, stooping, or reaching; organize and pack materials for distribution to other libraries; push book bins/trucks weighting over 100 lbs.; lift boxes weighting 20 to 50 lbs. on a daily basis.

WORK ENVIRONMENT: Work is performed at the Library. Employee must be able to perform the following on an occasional and constant basis; walking, standing, reading, kneeling, stooping, gripping, reaching up, reaching down and reaching out; lifting, carrying, and pushing up to 20 pounds on a frequent to constant basis; for short periods of time, pushing and pulling book bins/trucks up to 100 pounds daily. Equipment used may include, but is not limited to, computer terminal, microform reader printer, copy machine, cash register, book bins/trucks, and telephone.