

**BLANCO COUNTY SOUTH LIBRARY DISTRICT**  
**Library Aide**

**Job Description**

**Job Type:** Part-Time

**Salary:** \$12/hour for 20 hours per week

**Hours:**

Monday: 10 am – 2 pm

Tuesday: 10 am – 2 pm

Wednesday: 10 am – 2 pm

Thursday: 10 am – 6 pm

**Job Summary:**

The Library Aide is responsible for providing excellent customer service and may perform duties such as assisting patrons with basic library service needs, assisting in the maintenance of library records, and assisting with public circulation desk operations.

**Reports to:**

- Library Director and Deputy Library Director

**Essential Functions**

- Opens and/or closes Library at scheduled time.
- Performs circulation activities such as checking library materials in or out using the integrated library system (ILS).
- Inspects library materials upon their return for damage and notates damage as necessary.
- Shelves library materials.
- Collects, counts, and provides accurate change for fines, fees, or other payments.
- Maintains confidentiality of all patron and staff interactions.
- Verifies, enters, and maintains confidential patron information in the ILS.
- Deals with disruptive or problem patrons and enforces library policies as needed.
- Provides technical support or instruction to patrons and staff on library equipment and devices.
- Assists patrons both on the telephone and in person with directional, reference questions and readers' advisory.
- Ensures building and equipment are used in accordance with the Library Policy Manual.
- Reports to Library Director or Deputy Library Director questions, problems, or concerns.
- Make decisions in regards to library circulation matters when the Library Director or Deputy Library Director are not available.
- Adheres to the American Library Association Code of Ethics.
- Performs other duties as assigned.

## **Knowledge, Skills, and Abilities**

### Knowledge

- Knows and supports the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.
- Continuing knowledge through on-going professional development.

### Skills

- Strong computer and technical skills, including word-processing, spreadsheet, and Internet browsing.
- Excellent organizational skills.
- Be able to alphabetize and follow the Dewey decimal system
- Experience with Biblionix Apollo ILS preferred.

### Abilities

- Ability to communicate effectively verbally, in writing, and by listening.
- Bilingual/Knowledge of Spanish is preferred.
- Must enjoy interacting with a diverse group of people from all backgrounds and age groups.
- Ability to maintain a professional demeanor and an orientation towards customer service.
- Comfortable with using various forms of technology and teaching others how to use them.
- Ability to work as part of a team.
- Ability to work a flexible schedule that may include a combination of days, evenings and weekends.

### Education or Formal Training

- High school diploma or equivalency

### Job Qualifications

- Some library work experience, paid or volunteer is preferred.
- Must have excellent customer service skills.
- Must pass criminal background check. Criminal convictions will be considered on a case-by-case basis.

### Physical Activities

- The employee is often required to sit and use a keyboard and mouse.
- The employee is required to stand, walk, and reach with arms and hands, bend or stretch, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, up to 50 pounds.
- Work includes some physically challenging work such as moving furniture or boxes around the facility.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### COVID-19 Precautions:

- Masks are requested for staff and patrons.
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

## **Disclaimer**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the Blanco County South Library District and the employee and is subject to change as the needs of the BCSLD, and the requirements of the position, change.

Part-time employees are not eligible for benefits.

As an Equal Opportunity Employer, the Blanco County South Library District does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Updated 5/21/21