

Bexley Public Library
Position Description

Position Title:	LIBRARY AIDE
FLSA Status:	Non-Exempt
Reports to:	Public Service Team Lead
Department	Public Services
Pay Rate:	\$14.25/hour
Last Revision:	April 2023

PURPOSE OF WORK

Under direct supervision, the Library Aide helps ensure the smooth and efficient operation of the library by assisting with essential daily activities including general care, circulation and marketing of library materials. This position may also provide simple direction to patrons. The Library Aide position is reserved for students.

ESSENTIAL POSITION FUNCTIONS

Supports BPL's goals, objectives and mission:

1. Demonstrates consistently welcoming, approachable, and helpful demeanor towards patrons as well as colleagues.
2. Exhibits an appreciation for teamwork by sharing information and seeking understanding in order to enhance team efficiency and quality outcomes.
3. Responds to patron questions and situations in accordance with library policies and in a manner, which enhances the reputation of the library as a public service organization.

Performs duties related to the care and maintenance of BPL's collection:

1. Checks in, sorts, and shelves materials with accuracy and timeliness.
2. Locates, processes, and distributes library materials accurately and efficiently.
3. Supports others in maintaining the collection in an orderly manner; maintains materials by shelving, shelf-reading, shifting, and straightening.
4. Inspects returned items for condition; cleans, repairs, and discards materials as needed.
5. Creates attractive and timely displays; merchandises library materials.
6. Processes various reports and assists with various projects, as assigned.
7. Prepares location for opening and closing by straightening furniture and shelves, restocking displays, picking up debris.
8. Performs additional duties as assigned.

REQUIRED SKILLS & ABILITIES

1. Ability to follow verbal and written directions.
2. Good oral and written communication skills.
3. Willingness to exceed expectations, create positive results and complete tasks efficiently and independently.

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4. An appreciation for teamwork by sharing information and seeking understanding in order to enhance team efficiency and quality outcomes.
5. Ability to maintain confidentiality and use appropriate judgment in handling patron information and records.
6. Ability to work accurately with attention to detail.
7. Ability to arrange items in alphanumeric and/or subject order.
8. May require work permit, if under age 18.
9. Ability to retain and abide by organizational policies and procedures.

EDUCATION & EXPERIENCE

Entry Level position, no previous experience required. Volunteer or previous customer service experience preferred.

PHYSICAL DEMANDS

Ability to lift and move up to thirty (30) pounds

Ability to push book trucks with up to 150 pounds of materials on them, daily

Ability to stand for extended periods, daily

Ability to perform repeated reaching, bending, climbing and squatting, daily

Ability to sit and use computer for extended periods and operate standard office equipment, occasionally

WORKING CONDITIONS

Majority of work performed in general office/library environment

Requires availability for extended hours, evenings and/or weekends, as needed.

Requires periodic attendance and participation at events and training.

Weekend and evening work are typically a part of the schedule.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.