

**HAINES BOROUGH**

**JOB DESCRIPTION**

**LIBRARY AIDE**

**SUMMARY:** This position is under the direct supervision of the Library Director and assists the Library staff in providing library services to individuals through circulation duties, communication and public relations, and facility support. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

**EXAMPLES OF DUTIES**

1. Perform all necessary duties at the circulation desk, including but not limited to: operating online catalog system, registering new patrons, renewing and placing holds on materials, instructing patrons in online access to library account, monitor internet registration, and shelve books.
2. Assist patrons with questions regarding reference, policies, procedures, interlibrary loans, and the use of technology.
3. Follow established policies and procedures, and inform patrons of relevant rules and regulations.
4. Assist with processing of new materials and removal of discarded items.
5. Perform simple equipment maintenance.
6. Assist with planning and setup of library programs.
7. Resolve inappropriate behavior if on duty alone and refer problem situations to the Library Director.
8. Open and close library facility, maintain building security, and assist with snow removal.
9. Attend monthly staff meetings.
10. Maintain a high level of customer service.
11. Support the American Library Association Library Bill of Rights.
12. Perform other duties as assigned by the Library Director.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Must be willing to learn basic principles and practices of library services, as well as modern office procedures.
2. Must be skillful at operating office machines and computers.

**KNOWLEDGE, SKILLS AND ABILITIES (cont.)**

3. Must be familiar with or have a willingness to learn word processing, spreadsheet, desktop publishing and other computer programs. The Haines Borough Public Library uses Microsoft Word, Excel, Access, and Publisher.
4. Must have interest in books, audio/visual materials and a willingness to become familiar with the library collection.
5. Must have the ability to perform routine clerical work, follow established procedures, speak and write clearly and effectively, and multi-task.
6. Must have the ability to take direction from supervisors and exercise independent judgment in accomplishing tasks assigned; to communicate effectively, professionally and courteously with the public; establish and maintain cooperative relations with those contacted in the course of the work; and to work as a team member.

**MINIMUM EMPLOYMENT STANDARDS**

1. High school education required, Bachelor's degree preferred.
2. Must hold a valid Alaska Driver's license.
3. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently moves about to coordinate work.
4. The employee must regularly lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to fifty (50) pounds.
5. The employee must have clear close, distance, and color vision.
6. The employee must be willing to work a flexible schedule that may include some evening and week-end hours.
7. The activity level is very busy and the employee must be able to multi-task by organizing and carrying out a variety of duties, often simultaneously.
8. The Library is a professional environment. The employee is expected to dress appropriately and act in a professional and appropriate manner.