



**Job Title:** Branch Library Aide

**Department:** Library Services

**Reports to:** Branch Coordinator

**FLSA:** Hourly, Non-Exempt

**Status:** Part-Time Seasonal

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### **POSITION SUMMARY-**

The Branch Library Aide responds to patrons' information needs while at the public service desk. The Aide performs a variety of clerical tasks at the Mountville branch and helps to maintain access to materials by implementing circulation control policies and procedures in accordance with the organizations Values, Vision, and Mission.

### **ESSENTIAL JOB FUNCTIONS-**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential job functions listed below:

- Check out and check in materials using computerized system; collect fines and charges for payment of lost items; enter renewals and reserves for materials; create library cards for new patrons; handle circulation questions from patrons both in person and by telephone.
- Instruct and aid adults, young adults, and children in the use of the library and its reference tools, including the automated catalog, Internet, and computerized databases.
- Provide basic reference assistance and readers' advisory service to patrons both in person and by telephone as needed. Direct calls and inquiries when needed to the appropriate extension of the Lancaster Public Library.
- Empty outdoor book drops.
- Empty and scan materials sent via crates by other libraries and redistributing as needed.
- Shelve materials as needed.
- Keep Branch Coordinator informed of library needs and concerns.
- Adhere to all policies prescribed within the Personnel Manual.
- Maintain confidentiality and ethical behavior in all library matters.

- Adhere to the Library's Customer Service Policy and promote the library brand.
- Enforce the Library's Patron Conduct Policy.

**Other Job Functions:**

- Participate in monthly Department meetings
- Participate in organization events
- Keep up to date on all training
- Any other duties or special projects assigned by the Branch Coordinator

In addition to the functions listed above, the employee is expected to act in accordance with company values, vision, and mission. Demonstrate leadership, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with clients, and co-workers. The employee will work with accuracy, efficiency, and attention to detail.

**Desired Characteristics** – Mission driven, outgoing personality, adaptability, integrity, team player, ethical

**Desired Skills** – Accurate, organized, excellent communication skills, customer service oriented, basic computer skills,

**Education and Work Experience:**

- High school diploma or equivalent
- Relevant library experience is desirable
- Communicate clearly in English is a must
- Bi-lingual is a plus

**Physical Demands**

- Sit or stand between 4 and 8 hours at a time
- The ability to lift and/or move equipment or materials weighing up to 40 pounds and to push/pull wheeled book carts weighing 125 pounds
- The ability to sit, stoop, kneel, reach, crouch and climb up to 5 feet

**ACKNOWLEDGEMENT SIGNATURE –**

By signing this position profile, I acknowledge and accept the requirements, duties, and expectations of the position. I further understand that other duties and responsibilities may change or be assigned at any time with or without notice.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_