

Rio Community Library Library Aide / Program Assistant Position Description

Typical Responsibilities of the Position: Serves library patrons through interaction at the main circulation desk and other library work as required, reports to the Library Director.

Duties/Examples of Work:

1. Performs front desk duties such as answering telephone and greeting patrons
2. Organizes and conducts basic library services such as materials check in, holds processing, patron check outs, records maintenance, fines processing, interlibrary loan, patron registration
3. Assists patrons with reference questions, readers advisory, and in basic computer use
4. Provides assistance with volunteers
5. Assists in preparing new materials for library circulation
6. Advises the Library Director of front-line concerns and facilities problems
7. Coordinates and conducts assigned library services, such as large print and audiobook rotations, management of public environment, outer library loan, and library programming
8. Assists in the planning and hosting of library programs
9. Performs other related work as required

Knowledge & Abilities:

1. Knowledge of library methods, materials, and procedures and the ability to apply them
2. Ability to perform basic computer operations
3. Ability to operate office and audio visual equipment
4. Ability to communicate positively and effectively with staff and public
5. Knowledge of English grammar and spelling
6. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences
7. Physical ability to perform moderate lifting, carrying, and maneuvering associated with job duties

Equipment Used:

Computer, printer/scanner, calculator, copy machine, fax machine, telephone, audio-visual equipment, library automation system, telephone

Education & Experience:

1. Bachelor's degree or associate degree preferred
2. Computer and general office experience
3. Understanding of library environment