



PART- TIME LIBRARY AIDE  
JOB DESCRIPTION

**SUMMARY:** Under the general direction and supervision of the Library Director, the Library Aide is responsible, for greeting patrons and assisting them with their various library needs from circulation of material to providing information and reference assistance to all patrons and teaching patrons how to use the library.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

1. Assist in the circulation of library material.
2. Assist in entering new borrower information and the review of existing borrower information.
3. Assist the public with faxing, copying, and scanning.
4. Assign computers to patrons and assist patrons with computer questions.
5. Assist with meeting room reservations.
6. Shelf and shelf read material based on the Dewey Decimal system and local call numbers.
7. Guide patrons on the access of information through the local catalog, databases, and websites.
8. Compiling daily statistics.
9. Preparing monthly statistical report.
10. Preparing monthly overdue notices and notifying patrons of late material.
11. Assist in the Café preparing customer orders, cleaning, restocking, and maintaining inventory.
12. Must collect fines and café sales and be able to handle cash flow and accountability on a daily basis.
13. Assist in the daily and weekly maintenance of the library.

**EDUCATION AND/OR EXPERIENCE:**

1. Requires a minimum of a High School Diploma or GED.
2. Job requires a current, valid Texas Class C driver's license.
3. Standard pre-employment screening and background clearance is required.
4. A minimum of one year in related work experience is preferred.
5. Experience with cash registers and money handling is preferred.
6. Food handling license is preferred.
7. English and Spanish bilingual communication skills are not required but preferred.
8. Must have working knowledge of common computer applications and use of the Internet.
9. Must have clear, concise oral and written communication skills.
10. Must exemplify professional employee characteristics exhibiting ethical standards, punctuality, excellent attendance, a strong work ethic and a courteous, conscientious and generally businesslike manner in the workplace.
11. Must be able to meet departmental goals and objectives, job responsibilities and essential job duties.

**ADDITIONAL INFORMATION:**

1. Job requires working evenings and weekends.

The above duties describe the chief functions of the job and are not to be considered a detailed description of every duty of the job, as there may be other duties as assigned.