

Position Title: Library Aide

Statement Of Duties

Position performs part-time temporary work related to circulation, assists the public in locating materials, and assists with clerical and technical duties.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Assists with circulation duties, including but not limited to charging materials out and in; collecting fines; shelving materials of all kinds; maintaining orderly shelves; maintaining periodical collection.
2. Assists with technical duties, including but not limited to preparing new materials for circulation, making minor repairs, discarding specified materials.
3. Assists public with use of CLAMS catalog and finding materials; helps with programs, displays, and projects as needed.
4. Performs other duties as assigned.

Supervision

Employee works under the supervision of Director, Head of Adult and Technology Services or Library Assistant. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently without specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including work methods. Employee refers unusual situations to the supervisor for advice and further instructions. Reviews and checks of work are applied frequently.

Job Environment

The work consists of simple, routine or repetitive tasks and/or operations with few variations in established procedures. Well defined or detailed rules, instructions and procedures cover all aspects of work. Position requires little judgment in ordinary situations.

Recommended Minimum Qualifications

Education and Experience

A candidate for this position does not require a High School Diploma or any prior work experience.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Basic familiarity with libraries;
- Be literate in standard english, have familiarity with basic office skills, ability to follow detailed instructions;
- Ability to alphabetize and put materials into numerical and decimal order;
- Ability to use a keyboard and ability to maintain harmonious working relationships.

Tools and Equipment Used

Equipment used includes office equipment and computers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a usually quiet setting. The employee is required to stand, climb or balance, stoop, kneel, crouch or crawl up to 1/3rd of the time; to walk and sit up to 2/3rd of the time; and to talk or listen/hear, use hands, and reach with hands and arms more than 2/3rd of the time. The employee occasionally lifts weights up to 25 lbs. Normal vision is required to perform the essential functions of the job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Oak Bluffs, Massachusetts

Employee has frequent contact with patrons to respond to inquiries, requests, or render services. Contacts are made in person, by e-mail, and on the telephone.

Errors could result in a delay or loss of service or damage to buildings or equipment.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.