

JOB DESCRIPTION
Adams County, Wisconsin

JOB TITLE: Library Aide
STATUS: Non-exempt
DEPARTMENT: Adams County Library
SUPERVISOR: Library Director, Library Manager and/or Lead Library Assistant

GENERAL DESCRIPTION:

The Library Aide is a position for student workers that includes general office duties and supervised customer-service interactions with patrons.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Empties materials from book drop & takes returned items to the proper place for discharge.
2. Edges books, aligning them with the edge of the shelf.
3. Arranges returned materials on book carts & re-shelves them in proper order.
4. Finds and pulls items from pick list for other libraries.
5. Performs alpha/numeric sorting & filing tasks.
6. Re-stocks and straightens book sales table.
7. Assists patrons with printing, photocopying, and checking items into and out of the Library.
8. Posts flyers to promote library events; re-stocks display holders, and removes old flyers.
9. Straightens collections, newspapers, magazines, and children's area. Helps keep the public and employee areas in neat order.
10. Assists with computers and other technical equipment as skills allow.
11. Performs other duties as requested by the supervisor for this position.

ESSENTIAL QUALIFICATIONS:

1. Currently enrolled as a student at a high-school or postsecondary-school level
2. Working knowledge of English grammar & spelling.
3. Ability to effectively follow instructions from supervisor, verbally & in written form.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Ability to coordinate eyes, hands, and limbs in performing movements.
2. Ability to exert light physical effort in sedentary to moderate work, typically involving some combination of standing, walking, stooping, kneeling, crouching, bending, twisting, reaching, lifting and carrying 10 pounds or less. Pushing and pulling: 60-80 pounds on wheels may be required occasionally.

Exposure to bloodborne pathogens is considered low for this position.