



Substitute Library Aide

The substitute library aide job description consists of the following duties, tasks, and responsibilities:

- Keeps the library clean and organized, including shelving books and organizing reference materials
- Promotes the library and the use of online resources in the community
- Maintains confidentiality of patron records and other sensitive information in accordance with library confidentiality policies
- Helps with circulation of library materials: Books, Videos, Compact Disc, etc.
- Answers directional and informational questions about library collections and locations of materials
- Assists in maintaining library collections, materials, and equipment
- Implement library policies and procedures and ensures that the library is adhering to all laws and regulations
- Maintains the public's trust by following professional standards and rules of conduct at all times
- Assists in scheduling the use of the meeting rooms, media /study rooms
- Troubleshoot & assist with computers, copy machine and printers
- Assist with opening and closing procedures of the library
- Cash handling
- Assist with special events and special projects
- Performs other duties as assigned.

Qualifications

High School Diploma or Equivalent

Computer Proficiency / Mobile Device Application Knowledge

Reliable/Flexible

Customer Service Experience

Ability to organize materials alphabetically/numerically (Dewey Decimal System)

Ability to be a team player

Prior library experience preferred

Created December 2023