

**Date: February 21, 2018**

**Department: Seaside Public LIBRARY**

**Job Title: LIBRARY AIDE**

This position is part-time, consisting of 18 hours per week. The applicant must be able to work Saturdays and Sundays. Applications will be accepted through **Monday, March 12, 2018**.

**Starts at: Range 30/Step 1 - \$13.52 an hour.**

Reports to: LIBRARY DIRECTOR

- Position Responsibilities
- Is involved in all areas of library circulation including reserving items, checking out items, assisting with interlibrary loan requests, setting up new patrons and collecting over dues and fines.
- Shelves children's materials by dewey decimal number
- Assists library patrons in using technology
- Answers basic reference questions and provides local resource information
- Is able to recommend reading materials
- Enters all new library card registrations and files them
- Maintains front desk area and restocks all print materials
- Other special projects or duties as assigned.

Position Requirements:

This position requires great customer service and a strong attention to detail. The applicant must be self-motivated and have a thorough knowledge of basic reference materials. Comprehensive knowledge of books to refer is essential. Attention to detail and multitasking abilities are required. In addition, all circulation aides must have good social and verbal skills, be a team player, and portray a positive, caring attitude. Computer and Internet knowledge is required. This position also requires physical dexterity to reach, bend, lift, and manipulate boxes and books. Good vision and hearing are required.