



Fulton Public Library

JOB DESCRIPTION LIBRARY AIDE

POSITION SUMMARY

The Library Aide provides a wide variety of basic public, technical and clerical services including information and reference service, reader's advisory, circulation services and administrative support. This is a part-time position.

REPORTING RELATIONSHIPS

Reports to the Library Director or designee when necessary.

WAGES

\$15.50 per hour

HOURS

16 hrs/week (this position covers evening and Saturday shifts). The schedule will include:

- Tuesday: 3-7pm
- Wednesday: 3-7pm
- Thursday: 3-7pm
- Saturday: 9am-1pm

MAJOR RESPONSIBILITIES

- Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fines and shelving books.
- Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays, and performing light cleaning and/or organizing tasks.
- Provides reader's advisory, reference, and other patron assistance services.
- Works proficiently with basic computer software and the POLARIS computer program specifically.
- Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
- Maintains up-to-date knowledge of all library online resources.
- Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.
- Assists with opening and closing duties.
- Attends continuing education classes and/or webinars that are relevant for position.
- Assists with special projects, events, and outreach.
- Maintains the holds shelf, including loading and unloading inter-library delivery bins.
- Performs other related duties as required.

160 South 1st St.
Fulton, NY 13069
@fultonpubliclibraryny

315-592-5159
Fultonpubliclibrary.org
fullib@ncls.org



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JOB KNOWLEDGE, TRAINING AND EXPERIENCE

Position requires a High School Diploma or GED. Experience in customer service preferred. Computer proficiency and the ability to work well with the public is required. A valid driver's license or reliable transportation is required. Knowledge of the community in which the library is located, and an understanding of general library operations is helpful.

EQUIPMENT OPERATED

Must have computer and general technology knowledge. Ability to use a copy machine, fax machine, telephone, printers, scanners, and various audio-visual equipment.

ABILITY AND SKILLS

- Ability to gain proficiency using the POLARIS System.
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services. This includes databases, electronic devices, and social media.
- Ability to use computer software including Microsoft Excel, and Word.
- Ability to establish a positive working relationship with library staff and the public.
- Ability to work independently and as part of a team.
- Ability to use alphanumeric order.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to maintain high standards of library service.

PHYSICAL EFFORT

Position requires standing, sitting and bending for periods of time. Some lifting required. Periods of sustained computer work required (keyboarding, writing, filing, sorting, shelving and processing).

WORKING CONDITIONS

The majority of this position is inside. Occasional travel to workshops out of the immediate area may be required.

Interested candidates should email cover letter, resume, and 3 references to:

Caroline Chatterton, Library Director
cchatterton@ncls.org

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