

Job Description – Library Aide

The Library Aide position provides service to the public at the front desk and requires strong customer service and computer skills as well as knowledge of every phase of the public library field. This job includes keeping records of daily circulation; inter-library loans; processing new patrons; shelving books; cataloguing of all materials and the data entry; assist in the daily operations of the library; and the planning and implementing of a weekly children's story time and activities that empower and motivate young people and promote and nurture the habit of reading.

When required, this position can manage the library "open" hours alone and can perform all daily functions. The Aide must deal with the public at all times making sure that the policies of the library are abided by and must be able to perform all daily tasks in addition to exercising good judgment, tact, and initiative when appropriate.

The Library Aide position reports directly to the Library Director.