

JOB ANNOUNCEMENT

Job Title: Library Aide
Hours Worked: 300 hrs Annually

Location: Lyons Public Library
Application Deadline: 11/15/18, 4pm

Obtain Applications at:

Lyons City Hall
449 5th St, Lyons OR 97358
Online: www.cityoflyons.org

Submit applications to:

Lyons City Hall
449 5th St, Lyons OR 97358
cityoflyons@wavecable.com

Lyons Public Library
279 8th St, Lyons, OR

Need more information?
Contact Brenda at (503)859-2366

General Statement of Duties: Under general direction of the Librarian, implements policies and procedures as established by the Librarian, the Library Board, City Council, and the City Recorder; assists in the general operations and functions of the library in the absence of the Librarian &/or Assistant Librarian.

Distinguishing Features of the Classification: Carries out the duties of the Librarian/Assistant Librarian in their absence, including the performance of all duties and responsibilities associated with the position on an as needed or as directed basis; works primarily with the public.

Supervision Received: Work is performed under the general direction of the Librarian.

Supervision Exercised: Exercises supervision over Library activities including volunteers in the absence of the Librarian and Assistant Librarian.

Principal Duties and Responsibilities:

1. Attends trainings as a representative of the library at Chemeketa Cooperative Regional Library Service as needed or as requested.
2. Assists library patrons seeking information or making use of the library facilities, checks materials in and out, issues renewals and holdings of materials on request, answers questions, assists with research and referrals as needed, registers patrons, accepts donations and collects fines and fees when applicable.
3. Conducts correspondence on varied public library issues as needed.
4. Maintains, classifies, and catalogs library equipment and materials, including preparation of materials; and assists with auditing the collection under the direction of the Librarian.

Knowledge, Skill and Ability: Knowledge of the principles and practices of modern library systems and programs; knowledge of library collection classification; good computer skills and the ability to assist others; ability to communicate effectively, verbally and in writing; and the ability to establish and maintain positive working relationships with City employees and volunteers. Knowledge and understanding of the Dewey System is required or obtain training within 6 months of hire.

The Library Aide position is a part-time position, 300 hours annually. Schedule to be determined by the Librarian. This position is not eligible for benefits.