

## **Karnes City Public Library**

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Karnes City Public Library

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The Karnes City Public Library is taking applications for a part-time aide position, no more than 29 hours a week at \$8.50/hr. The position is through the month of June and the start date is June 5<sup>th</sup>. Applications are available at the library, online at [www.co.karnes.tx.us](http://www.co.karnes.tx.us) & must be submitted, at the library, no later than May 26<sup>th</sup>.



## JOB DESCRIPTION

### LIBRARY AIDE

Department	Library	FLSA Status	Non Exempt
Reports To	Library Branch Manager	EEO Classification	Administrative Services Workers
Salary Range	Hourly \$8.50	Date Approved	
Employee Signature		Supervisor Signature	

#### Position Summary

The Library aide will be under the supervision of the Library Branch Director, or in the case of library director absence, the help will report to the Library Clerk.

#### Working Conditions

Work is performed in a typical library environment. May be required to walk; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. Regularly required to stand for long periods of time. Work is not sedentary. May be required to climb step stools or stepladders. Occasionally lifts and moves up to 50 pounds, push a fully loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision and distance vision. Use of computer equipment, telephone, multi-functioning printer and calculator. Evening or overtime work is required on an infrequent basis. Local and day travel is required on an infrequent basis.

### ESSENTIAL FUNCTIONS

#### Job Function

Ability to follow written and verbal instructions.  
 Ability to work independently with minimal supervision as well as part of a team.  
 Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collects fines, and shelves books.  
 Shelf reads and straightens materials on the shelves and in the collection while shelving new books in alphabetical and numerical order.  
 Inspects the condition of books before and after check-out to ascertain and damage on behalf of the patron. Searches for library items, fulfills holds list, and routes materials to correct location.  
 Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays, and performing light cleaning (housekeeping chores: dusting, vacuuming, sweep, and mop) and/or organizing tasks.  
 Provides reader's advisory, reference, and other patron assistance service.  
 Works proficiently with basic computer software and the library automation system.  
 Assists patrons with internet access and basic computer use.  
 Maintains knowledge of eBooks software and issues surrounding the use of e-materials.  
 Accepts donations and refers to Library Director.  
 May take patron requests, orders, and processes and keeps records of Interlibrary Loan materials using the OCLC navigator system.  
 Assists with processing and repair of library materials.  
 Assists Director and Library Assistant with library programs and events.  
 Assists with weeding of library collection by removing items from the automation system.  
 Answers directional questions and refers specific reference questions to the Library Director.  
 Assists with opening and closing duties.  
 Adheres to policies and procedures established by the Library Board and Library Director.  
 Performs other work as assigned.

### QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> <li>High School Diploma or GED or studying to obtain one.</li> </ul>	<ul style="list-style-type: none"> <li>Prior exposure to working in library setting-Preferred</li> <li>Prior experience using a desktop computer</li> </ul>	<ul style="list-style-type: none"> <li>Valid Texas Driver's License -Preferred</li> </ul>	<ul style="list-style-type: none"> <li>Criminal background check</li> <li>Drug Test</li> </ul>	<ul style="list-style-type: none"> <li>Word-preferred</li> <li>Excel-preferred</li> <li>Strong communication skills</li> <li>Strong Interest reading/literature.</li> </ul>