



Library Aide, Leanna Hicks Public Library of Inkster

Job Description

GENERAL DESCRIPTION

Under the Direction of the Library Director, a **Library Aide** supports the Leanna Hicks Public Library of Inkster with basic functions (paging materials, sight reading, staffing the front desk, technology help, etc.). In addition, the Library Aide has the opportunity to help with Library programs, including Summer Reading, library displays, ongoing and ad hoc projects, and maintaining a clean and welcoming space.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform circulation duties which include: checking in/out borrowed materials; collecting fees; issuing library cards; sorting materials; and/or, performing other related activities.
- Provide service to patrons when asked.
- Help patrons find and use library resources, such as reference materials, audio- visual equipment, computers, and other electronic resources and provide technical assistance when needed.
- Collect materials on the library floor.
- Organize and maintain library materials through the shelving of materials, sight reading and general shifting.
- Perform routine clerical and regular customer service functions.
- Assist with other library projects as needed.

MINIMUM QUALIFICATIONS

- Able to obtain or possess a Level 3 limited professional certificate from the Library of Michigan
- Minimum of 3 years of experience
- Demonstrated customer service experience.
- Visual acuity, and attention to detail.
- Knowledge of basic computer functions, databases, and search engines, as well as other equipment.
- Ability to communicate effectively in person and in writing.
- Previous library experience preferred, but not required.
- Able to lift a minimum of 40 lbs.

Compensation: \$15.00/hr. with a maximum of 20 hours per week.

Electronic submissions and requests for additional information should be directed to Leanna Hicks Public Library Director, **Ms. Amisha Harijan**, at amisha@inksterlibrary.org

No phone calls. Please use the email provided for any questions.