



TOWN OF SWAMPSCOTT

MARYANNE MCMASTER
EMPLOYEE EXPERIENCE MANAGER

HUMAN RESOURCES DEPARTMENT

ELIHU THOMSON ADMINISTRATION BUILDING
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

TOWN OF SWAMPSCOTT JOB DESCRIPTION

TITLE:

Library Aide – Part-Time

DESCRIPTION:

The Library Aide performs all duties related to the circulation of library materials including checkouts, check-ins, renewals, patron registration, reserves, and the collection of fines and fees at both the Circulation and Youth Services desks. This position includes regular shifts in Youth Services, primarily during nights and weekends. The Library Aide represents the Library in a pleasant and helpful manner in all aspects of work.

REPORTS TO:

Library Director

WORK HOURS:

12 hours per week, including some nights and weekends.

SALARY:

\$15.6168 per hour; part-time. This is a union position but does not include benefits.

FLSA STATUS:

Non-exempt

QUALIFICATIONS:

1. Bachelor's Degree preferred
 2. 1–3 years of previous library experience preferred, but not required
 3. Positive attitude toward public service work
 4. Punctual and dependable
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ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment.

- Provides library patrons with courteous, helpful service and refers them to the appropriate staff when necessary
 - Checks library materials in and out, inspecting items for condition and routing damaged items for evaluation
 - Collects fines and fees; assists in resolving patron account issues
 - Processes holds and notifies patrons when materials are ready for pickup
 - Registers new patrons and introduces them to available library services; enters patron information into the system
 - Assists patrons with basic reader's advisory; stocks and maintains new book displays and "staff picks" areas
 - Opens and closes the Main Desk or Youth Services Desk, including handling the cash register, managing book returns, and ensuring the area is clean and prepared
 - Answers phone calls and routes inquiries as needed
 - Checks in and processes daily delivery
 - Performs other duties as assigned
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SUPERVISION RECEIVED:

Works under the direct supervision of the Head of Circulation and/or designated department heads.

SUPERVISORY RESPONSIBILITY:

This position does not involve the regular supervision of other employees. May occasionally provide guidance to volunteers.

KNOWLEDGE, ABILITIES, AND SKILLS:

Abilities:

- Ability to lift and move library materials up to 50 pounds, with assistance if needed
- Ability to perform repetitive and detailed tasks accurately
- Basic computer proficiency, including typing and word processing
- Ability to handle interactions and issues with tact, courtesy, initiative, and sound judgment
- Dependability and punctuality

Skills:

- Excellent customer service and interpersonal skills
 - Strong motivation and ability to work independently
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WORK ENVIRONMENT:

- Work is performed in a municipal public library setting
 - Environment may involve frequent interruptions and periods of high activity and noise
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OCCUPATIONAL RISK:

- Duties present minimal risk of injury
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PHYSICAL AND MENTAL REQUIREMENTS:**Physical Demands:**

- Must be able to lift and/or move library materials weighing up to 50 pounds

Motor Skills:

- Requires sustained movement throughout a three-floor building

Visual Demands:

- Frequent reading of documents and computer screens for sorting and categorizing tasks
 - Rare need for color differentiation
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NOTE:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town or the requirements of the position evolve.