

**CITY OF ASHVILLE  
PART TIME LIBRARY AIDE**

**JOB DEFINITION**

This part-time position involves the application of standard library techniques; circulation, cataloging, reference, filing books and research. Position allows up to 19 hours per week. Incumbent works under general supervision of the Librarian.

**ESSENTIAL FUNCTIONS**

- Perform duties requiring the application of standard library techniques and procedures and typical areas of assignment to include circulation, cataloging, reference, research, and audio/video circulation.
- Answer reference questions for patrons and perform readers' advisory services.
- Assist and guide patrons in the use of electronic resources.
- Assist patrons in the selection and location of books and other library materials.
- Prepare bulletin boards, exhibits, and displays.
- Maintain book inventory, adult audio/video collection, and repair.
- Assist patrons in use of computers.
- Assist public in selection and use of audio-visual materials and equipment.
- Operate the library's automated check in/out; collect and post all money; attend continuing education classes and seminars as required.
- Perform other job related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Some knowledge of professional library principles, methods, materials, and practices.
- Some knowledge of books and authors, periodicals, and reference media.
- Ability to use automated library systems and other forms of technology.
- Ability to conduct on-line searching and use of other office automation tools.
- Ability to establish and maintain effective working relationships with other employees and library patrons.

**QUALIFICATIONS**

- Must be a graduate of accredited high school or hold certificate of high school equivalency (GED).
- Must be physically able to perform the essential functions of the position.
- Must possess computer skills necessary to perform the essential functions of the position.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.