

POSITION ANNOUNCEMENT

TOWN LIBRARY AIDE

Manhattan Community Library

(Community library housed in the public high school building)

**SUBMIT YOUR RESUME TO THE LIBRARY OR EMAIL TO tdundas@mhstigers.org
by August 5th, 2022**

Hours:

30-35 hours/month – alternating Fridays and Saturdays, weekly story times, and with occasional additional scheduling. No Saturdays in the summer. Possible increase in hours over time.

The Town Library Aide is an employee of the Town of Manhattan assigned to assist in the many aspects of the library's daily operations. This position works under the direction of the Library Director, but must be capable of working with minimal supervision. The library aide should enjoy working with the public of all ages with good communication skills, be somewhat flexible if needed for additional scheduling, and have a very capable knowledge of computers for the database software and other programs. The chosen applicant must submit to a background check/fingerprinting. This particular aide position will be in charge of a weekly story time, coordinating with the director.

This position consists of:

1. Providing weekly story times for children 0 – 6. Themes, books, and crafts will be coordinated with the director.
2. Performing front desk duties, including receiving and checking out materials to patrons using the computerized database.
3. Sorting and shelving materials in the library.
4. Processing new materials as directed by the Library Director.
5. Assisting patrons in locating and using library materials/equipment/online card catalog.
6. Assisting in organizing library materials/equipment.
7. Working with patrons efficiently and pleasantly, but still maintaining an orderly atmosphere.
8. Mending/repairing library materials.
9. Maintaining the appearance/cleanliness of the library.
10. Performing general clerical duties, such as processing new patron records, filing, and other duties as assigned.
11. Assisting with programs as directed.
12. Performing other duties consistent with the role and function of this classification as directed by the Library Director.