



WILLIAM P. FAUST PUBLIC LIBRARY OF WESTLAND
6123 Central City Parkway • Westland, Michigan 48185-9118
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LIBRARY AIDE Position Description

Reports to:	Head of Technical Services
Schedule:	Part time, up to 25 hours per week. Flexible schedule to include days, nights and weekends.
Union Position:	Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary:	Starts at \$12.36 per hour.
Benefits:	Prorated vacation leave, personal leave and paid holidays for employees working 20 or more hours per week. Employer provided contribution to retirement (401a) after meeting service requirements.

SUMMARY:

Under the direction of the immediate supervisor, the Library Aide checks in print and audiovisual library materials, heats all incoming materials as part of the library's bed bug prevention and treatment procedure, transports materials to all areas of the library, and shelves materials in a neat and orderly manner. Other duties include shifting (moving) materials, shelf reading (checking for proper order), and assisting the Friends of the Library with materials donations and book sales.

DUTIES AND RESPONSIBILITIES:

1. Accurately checks in items returned by library patrons using the library's automated system.
2. Heats all incoming materials, arranges, sorts and shelves them in proper order.
3. Empties the book drops on a regular basis.
4. Loads, unloads, and transports materials throughout the library.
5. Shifts library collections to ensure convenient access to patrons.
6. Keeps public areas of the library tidy (puts materials away, arrange tables, chairs, etc.).
7. Empties donations bin and heats all incoming materials for Friends of the Library.
8. Displays latest issues of magazines/newspapers and remove back issues to storage.
9. Searches for hold requests from library patrons.
10. Refills public workstations with paper, pencils, etc.

11. Cleans public workstations, monitors, keyboards and mice.

DUTIES AND RESPONSIBILITIES (continued...):

12. Assists Friends of the Library with book sale preparation and take down.

13. Performs other related work as assigned by the supervisor.

EDUCATION AND EXPERIENCE:

- Completion of middle school.
- Must be a minimum of 14 years of age. If under 18, employee must be able to furnish a work permit.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to sort efficiently in alphabetic or numeric order and to develop a working understanding of the organization of library materials.
2. Ability to communicate effectively with staff and public and serve with politeness, courtesy and tact.
3. Some knowledge of Microsoft Office applications, the Internet and common office equipment.
4. Ability to perform moderately heavy physical work.
5. Ability to work independently without close supervision after training is complete.
6. Ability to understand and follow detailed written and verbal instructions.
7. Maintain regular and punctual attendance.
8. Strong attention to detail and accuracy.
9. Enthusiastic, friendly and approachable.

PHYSICAL REQUIREMENTS:

- Physical ability to push/pull fully loaded book carts weighing up to 200 lbs., retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
- Ability to sit, stand, and walk for long periods and the ability to bend, reach, stoop or crouch.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Sufficient vision, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS (continued):

As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. The library reserves the right to revise this job description at its discretion.

IL – October 20, 2019