

**LAKE COUNTY, COLORADO  
POSITION DESCRIPTION**

POSITION TITLE: Seasonal Summer Library Aide  
DEPARTMENT: Public Library  
WAGE: \$11.00/hr

\*\*2 Positions Available

JOB DESCRIPTION:

Assists Summer Reading Program Coordinator in weekly program; including working with children, preschool to teen, with crafts, activities, and experiments. Performs all operational functions of the library; services performed include electronic circulation procedures, and shelving books

This is a seasonal, part-time position, paid hourly, with no benefits except social security, no earned leave or sick leave.

ADDITIONAL DUTIES:

The following list of tasks is those duties regularly performed by this position.

Check in/out library materials by computer, place reserves on materials, clear overdue records, and adjust patron records.

- Shelf or file items in correct place according to the Dewey Decimal System. Perform public service functions including helping clientele find needed resources, recording special requests, assisting/teaching the use of: public access computers, electronic card catalog system, special collections and genealogy tools.
- Perform general clerical and library responsibilities including: sorting, counting, alphabetizing, filing, keeping records & statistics.
- Answer telephone, direct calls to appropriate persons, take accurate messages, answer reference questions or refer queries to appropriate staff, call to notify borrowers when requests are ready.
- Monitor public use of computers, using sign-in sheets & proper use policies.
- Send and receive faxes and distribute to appropriate persons.
- Operate cash register and collect fees for photocopying, faxing, computer or microfilm printing, lost book charges, collecting borrower's deposits, and making-change from the cash drawer.
- Register new borrowers; update borrower's registration records.
- Repair damaged books; refer items for rebinding
- Prepare items for circulation (includes pockets, labels, stamps, covers, etc.)
- Assist with sorting and storing donations.
- Perform opening and closing procedures for the building.
- Perform other duties as required.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving extensive sitting, substantial standing, daily reaching, occasional stepping onto short step-stools, daily kneeling/bending for ground level shelving.
- Ability to read print, and electronic print, in English.
- Ability to grasp and manipulate office equipment, operate a computer circulation system, to file paper, to shelve books and similar materials.
- Ability to participate in routine conversation and answer questions in person or via telephone and take/convey messages. Ability to distinguish telephone, printer, computer and other auditory tones.
- Ability to lift and/or carry and push/pull burdens weighing up to 30 lbs. On an occasional basis.
- Ability to distinguish small objects at near and far distances in conditions of bright and low light. Ability to distinguish depth and see objects in a wide field of vision.

SPECIFIC WORKING CONDITIONS:

The majority of this person's duties are performed within an indoor environment with some outdoor activities. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment or public service desk serving a diverse clientele.

JOB STANDARDS:

Skills and Abilities: Must possess the following skills and abilities:

Ability to work with children of different ages and abilities.

Ability to read and understand written materials, including library policies and the organizational system of the library.

Ability to use reference tools, both print and online, including electronic card catalog and circulation system.

Ability to help patrons and visitors in the use of general, local historical and genealogical research sources.

Ability to operate equipment such as: copy machine, fax machine, microfilm, cash register, computers.

Ability to work alone, set priorities, balance public needs with clerical duties, apply time management and organizational skills.

Ability to communicate clearly in a pleasant, businesslike manner and well-modulated voice, and to tactfully interview patrons to determine their actual needs.

Ability to understand and accurately perform clerical duties, such as record keeping and filing.

Ability to remember, apply and convey library policies and procedures.

Ability to provide equitable library service to a clientele diverse in age, ethnicity and maturity.

REPORTING RELATIONSHIPS:

This position reports to Summer Reading Program Coordinator

Send Resume and Cover letter to Jen Marruffo: [srp@lakecountylibrary.org](mailto:srp@lakecountylibrary.org)