

Margaret Reaney Memorial Library
19 Kingsbury Avenue
St. Johnsville, NY 13452

Job Title: Library Aide/Library Clerk

General Description

Part-time position performing a variety of routine clerical and manual work in circulation, processing library materials and providing services to library patrons. Position requires the ability to climb stairs and ladders, move equipment and furniture, and move and shelve heavy books. Position involves varying work schedule, including some evenings and weekends. In the absence of the Director, the library clerk will oversee all daily operations. The clerk is accountable to the Library Director.

Training/Education/Qualifications.

- Minimum High School Diploma or GED
- May be promoted from another position
- Basic computer literacy-familiar with Windows environment and basic keyboarding.
- Participate in continuing education to keep abreast of changes in Library/Information Science, especially technology. Training may be in the form of in-house training, MVLS-provided workshops or others, such as CDLC workshops or NYLA conferences.

Essential Duties & Responsibilities

- Registers patrons in automated circulation system. Maintains confidentiality.
- Checks library materials in and out using automated circulation system.
- Assists patron in the selection of library materials.
- Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
- Performs in-house, telephone and email reference.
- Instructs and assists patrons in the use of web-based library catalog, databases, internet-based research, and other software. Performs basic

troubleshooting of computers, printers and miscellaneous library equipment.

- Performs tasks related to overdue notices and billing.
- Shelves, shifts, arranges and performs routine maintenance such as repairs on books and other materials. Reviews books, periodicals and collections, then makes recommendations for acquisitions and withdrawals.
- Assists in maintaining library collections and facilities including displays, bulletin boards and custodial duties.
- Processes and catalogs library materials under the direction of the Library Director for the library and to go to other libraries.
- Attends staff meetings and training sessions.
- Prepares checks for vouchers submitted by the Director for monthly board meetings.
- Performs other related duties as required
- May be called upon to respond to a breach in security, both fire and intrusion.