

**PART-TIME POSITION OPEN**

**LIBRARY AIDE-PUBLIC SERVICES,**

**ADULT SERVICES DEPARTMENT**

(Grade UA)

 **Basic Function:**
Performs routine and nonprofessional work in the Library such as shelving, processing and maintaining books and other library materials in proper order.
 **Distinguishing features of the Class:**
This classification performs routine work in shelving, circulating and processing library materials in a safe and efficient manner. Some basic clerical work is performed as well. The work follows established practices and patterns, and close supervision is provided whenever special assignments are given.
 **Characteristic Duties and Responsibilities:**
Sorts, alphabetizes, shelves, and retrieves library materials. Maintains library shelves for order and neatness.
Prepares library materials for circulation and delivers to appropriate area.
Keeps room and areas and some equipment in orderly condition. Checks in newspapers and periodicals.
Loads and unloads books from carts, and/or bookdrop to be delivered to proper areas.
Performs basic, routine typing and filing tasks.
Assists children's programs presenter in preparation of program materials and maintaining order among program participants. Performs minor repairs to library materials.
 **Knowledge, Skills and Abilities:**
Ability to alphabetically and numerically (decimal) file accurately, the ability to type a minimum of 20 words per minute, the ability to perform basic clerical work; basic computer skills; tact and courtesy; ability to work in a team environment; good judgment. Ability to lift and carry items weighing up to 35 pounds.
 **Education, Training and Experience:**
Requires a high school education or equivalent with the ability to follow oral and written instructions, complete forms, and understand and communicate non-complex instructions.
 **Supervisor:** Public Services Coordinator- Main Library Adult Services Department
 **Other:**

Part-time position, 19 hours per week $7.968 per hour. Ability to lift up to 35lbs.; Schedule will include daytime, evening and weekend hours and may include six day workweek and split shifts. Actively participates in the maintenance of the library’s materials collections. Refers to appropriate supervisor any problems in the stacks such as relocation of materials and/or areas that are overcrowded. Library experience desirable. Excellent customer service skills required. Will assist with magazines, newspapers, and pull-list. Filing, basic computer and typing test required (call 440-244-1192 ext 221 for an appointment)

**Closing Date for Internal Applications:** 5:00 p.m. Tuesday, July 22, 2013

**Closing Date for External Applications:** Open until filled

**APPLY TO:** Administrative Office, Lorain Public Library System, 351 Sixth Street, Lorain, OH 44052

**EEO/AA/EQUAL ACCESS AGENCY**

**\*LPLS EMPLOYEES MAY APPLY IN WRITING TO THE DIRECTOR PER ARTICLE VII OF THE CBA.**