



91 E. Central Ave.
Belgrade, MT 59714
Phone: 406-388-3760

JOB OPENING August 4, 2017

Position: Library Aide
Reports to: Library Director
Salary: \$10.00 per hour
Hours: Part Time – 12 hours per week
Generally Monday thru Thursday, 4:15pm to 7:15pm

To Apply: Applicant must be of legal age to complete required job duties. An Application form may be obtained by contacting the Bozeman Job Service Center. Cover letter, Application, Resume and related job test results must be submitted through the Bozeman Job Service Center where this job is listed at <http://jobservices.dli.mt.gov/about-job-services/bozeman> Job # _____ **first review of applications will be on or after August 16th**

****City of Belgrade is an Equal Opportunity Employer****

Summary

Under general supervision, the library aide will perform a variety of manual and clerical circulation tasks in support of library services.

Education, Training, and Experience Requirements

- Experience working in a library setting is preferred.
- Ability to sort and organize materials with a high level of accuracy and efficiency in alphabetical, numerical and topical order; knowledge of basic arithmetic.
- Basic competency in Microsoft Office and Windows operating systems.
- Basic operation of library office equipment including copy and fax machines.

Primary Duties of Position:

- Performs a variety of routine manual library support tasks including, sorting, shelving, stacking, and retrieving a wide variety of library materials;
- Performs basic processing of returned materials (check-in), and maintaining materials according to alphabetical, numerical and categorical systems.
- Processes items on reserve (hold) for the public including telephone contact of customers.
- Conducts shelf reading for accuracy and shifting and transporting books and other library materials to assigned areas of the library as directed.
- Assists in keeping all areas of the library in a clean, neat, and orderly condition to include a variety of special projects and services as assigned.
- Performs basic clerical tasks in support of the cataloging department, including performing simple mending, labeling, and jacketing in preparation for circulation and minor repair of a variety of library materials.
- Performs nightly closing duties
- Assist with preparation for Library Programs and events, including the Summer Library Program
- Other duties as assigned by the Library Director.

Working Conditions and Physical Requirements

Duties are performed in an office type environment. Duties require walking, standing, keyboarding, lifting and carrying items. Must be able to push and pull book trucks with casters. Hours are irregular, including evening and weekends.

The physical requirements 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.

Flexibility during the workday will be required depending on circulation and library needs. The Library Aide will occasionally perform library opening and closing duties throughout the work week.

Cooperation and teamwork skills are essential.