Brownwood Community Library Association
a 501(c)3 non-profit organization

Brownwood Community Library
600 Carnegie St.
Brownwood, TX 76801

Part-Time Library Aide

This position will be approximately 20 hours a week until August 30, after which it will reduce to 12 hours a week.

This position requires significant (at least 75-100%) Saturday hours, from 9 am to 1 pm.

To apply for this position, please send the following documents:

1. Completed application with most recent positions (if you include a resume with pertinent information, it is only necessary to complete the parts not included on application).
2. References, including the names and phone numbers of at least three people not related to you who we can contact, preferably current or former supervisors. If this is not available, coaches, professors, teachers, or pastors will suffice. (These references can be written on the application or on a separate document.)
3. A cover letter or a brief summary of why you would be a good fit for this position. (This does not need to be long or fancy for a part-time position, but a brief note is necessary.)

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Library Aide

Job Title: Library Aide — Non-Exempt
Immediate Supervisor: Director — Part-Time
Compensation: $11.41/hour

Basic Function: Under the supervision of the Director, the Library Aide provides frontline support to library patrons.

Duties and Responsibilities:

- Works the circulation desk
  - Operates automated library system
  - Assists patrons in checking out and returning materials
  - Helps patrons locate materials and information
  - Registers patrons for library cards and programs
  - Assigns computers to patrons
  - Assists the public with the use of computers, copiers and other equipment
  - Answers telephone
- Shelves materials, keeps shelves orderly and neat
  - Maintains shelf order
  - Shifts materials to keep shelves neat
  - Shelf reads to ensure materials are in correct places
- Complete closing procedures, including counting and checking of daily money
- Provides quality customer service to the general public and all other work contacts
- Promotes library programs and services
- Assists with technical and physical processing of library materials
- Performs various light custodial tasks such as dusting, emptying waste baskets, cleaning library materials, etc. Currently includes once-weekly bathroom cleaning.
- Participate in staff meeting in a non-confrontational manner, with maturity, and as a team player
- Any duty, as needed, to maintain a safe and efficient workplace, including janitorial
- Perform other duties consistent with the responsibilities of the position

Knowledge, Skills and Abilities Required:

- Minimum educational requirement: high school diploma
- Must be able to read, understand and speak English, bilingual preferred
- Strong oral and written communication skills
- Ability to interact courteously and effectively with the public, with the library's business contacts, and with other staff
- The ability to learn and provide instruction in the use of the online catalog, computer use, e-readers, etc.
- Comfortable using computers and willing to learn
- Knowledge of good customer service principles
- Knowledge of the Dewey Decimal System

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- Ability to establish and maintain effective, cooperative and courteous working relationships with the public, co-workers and supervisors
- Ability to maintain a friendly, helpful and professional demeanor and appearance at all times
- Ability to understand and follow verbal and written communication
- Ability to speak and write effectively

Physical demands of the Position:

- Frequent standing, walking, stooping, kneeling, crouching and sitting
- Bending/twisting and reaching; use of a step stool
- Ability to reach up to seven feet to retrieve and replace books with a stool or ladder
- Ability to bend to the floor level to retrieve and replace books
- Pushing and pulling objects weighing as much as 120 pounds on wheels
- Lifting and carrying up to 50 pounds
- Talking and hearing; use of the telephone
- The majority of the workday is spent indoors

The person in this position is expected to be self-motivated, innovative and an active participant in the creation, planning, organizing, implementing and evaluating services and programs. Most of all, the ideal person should be enthusiastic, passionate and have a great smile.