



# Library Aide, Houghton Lake Public Library Job Description

## GENERAL DESCRIPTION

Under the direction of the Library Director, a **Library Aide** supports the Houghton Lake Public Library with basic functions (paging materials, sight reading, staffing the front desk, technology help, etc.). In addition, the Library Aide has the opportunity to help with Library programs, including Summer Reading, library displays, ongoing and ad hoc projects, and maintaining a clean and welcoming space.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform circulation duties which include: checking in/out borrowed materials; collecting fees; issuing library cards; sorting materials; and/or, performing other related activities.
- Provide service to patrons when asked.
- Help patrons find and use library resources, such as reference materials, audio-visual equipment, computers, and other electronic resources, and provide technical assistance when needed.
- Collect materials from the overnight drop box.
- Organize and maintain library materials through the shelving of materials, sight reading, and general shifting.
- Perform routine clerical and regular customer service functions.
- Assist with other library projects and programs as needed.

## MINIMUM QUALIFICATIONS

- Able to obtain or possess a Level 4 limited professional certificate from the Library of Michigan.
- Minimum of 3 years of library experience or equivalent education.
- Demonstrated customer service experience.
- Visual acuity, and attention to detail.
- Frequent sitting/standing in one position for extended periods.
- Ability to work some weekends and evening hours.
- Knowledge of basic computer functions, databases, search engines, and other equipment.
- Ability to communicate effectively in person and writing.
- Previous library experience with MeLCat and Interlibrary loan is preferred.
- Able to lift a minimum of 20 lbs.

**Compensation:** \$14-\$16/hour depending on experience. This is a 40-hour-a-week position with a competitive benefit package.

Electronic submissions and requests for additional information should be directed to Library Director Jamie Paille, at [jpaille@hpl.org](mailto:jpaille@hpl.org). No phone calls. Please use the email provided for any questions.