

BRIGHTON MEMORIAL LIBRARY

2300 Elmwood Ave
Rochester, New York 14618
585-784-5300
www.brightonlibrary.org

TO: All Interested Parties
FROM: Lynne Fretz, Adult Services Manager
DATE: December 20, 2018
RE: **Part-Time Library Aide**

Brighton Memorial Library is seeking a part time Library Aide to work in the Technical Processing, Adult Collections, Audiovisual and Circulation departments.

Applications will be accepted until Friday, January 11, 2019

Eligibility

The Part-Time Library Aide is a non-competitive title. It requires a high school diploma or GED.

Major Duties

- Work a weekly average of nine hours processing books, three hours assisting the multimedia department, and three hours at the Circulation Center (charging materials out to patrons, returning materials, and operating the cash register)
- Act as “on-call” circulation staff member when in the building, to cover unexpected absences

Technical Processing Duties

- Process new books using Microsoft Office and CARL
- Copy catalog new materials to records already listed in CARL
- Create, print, adhere stickers and barcodes to books and multimedia items
- Request that records be added to CARL by MCLS through acquisition services
- Resolve access and protection of materials issues when they arrive including books, CDs, DVDs, maps or other special items
- Assist in mending or updating labels, books, book covers and media items
- Deselect and delete books after assessment by librarian; assist with the weeding process
- Record and report monthly statistics; including additions and deletions of library materials
- Assist with inventory tracking for books; packing sheets, invoices, credits
- Assist with projects involving the adult level book collections, media collection or children’s collection
- Other duties as assigned

Skills needed:

- Good customer service skills
- Friendly with a ready sense of humor
- Ability to remain poised in a busy setting
- Ability to listen closely and communicate effectively when speaking or writing
- Ability to follow instructions
- Manual dexterity, ability to work neatly, and efficiently with attention to detail
- Ability to prioritize workload

Desired Qualifications

- Interpersonal maturity and good judgment
- Well-organized, flexible person with high initiative; a self-starter who readily moves on to the next priority without being asked
- Experience with CARL linking and circulation functions and experience working at a circulation desk
- Familiar with Microsoft Office products, particularly Word, Excel and Publisher
- Experience with email
- Physical ability and stamina; bending to the floor level, reaching overhead, pushing a full book cart, the ability to lift up to 60 pounds of library materials with the assistance of a coworker

Hours

15 hours per week year-round. Must be available for Circulation shift on Fridays, 3:15 pm - 6:15 pm. Prefer that schedule include some morning and afternoon hours. Circulation desk shift may vary during the year with occasional evening or weekend hours.

Wage Schedule

Progresses in six steps from \$11.90 to \$15.53 per hour, based on performance

Environment

Progressive and friendly; serving a diverse, well-educated community in a recently redesigned library

Statement of Non-Discrimination

The Library grants equal employment opportunities to all qualified persons without regard to an individual's age, sex, color, religion, marital status, national origin, political affiliation, handicapped status or sexual orientation. The Library complies with all federal and state regulations dealing with employment practices.

Instructions to Applicants

Qualified candidates should submit a completed Brighton Memorial Library application (www.brightonlibrary.org), cover letter, resume, and three professional references with contact information via email to lynne.fretz@libraryweb.org or USPS to Lynne Fretz, Adult Services Librarian. Electronic submissions are preferred.