



BRIGHTON MEMORIAL LIBRARY

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

TO: All Interested Parties
FROM: Matt Bashore, Technical Processing Services Manager
DATE: April 12, 2024
RE: **Part-Time Library Aide in Technical Processing and Circulation**

Brighton Memorial Library has an opening for a Part-Time Library Aide to process Young Adult print library materials, assist with Circulation Desk responsibilities, and prepare Tween Swag Bags. This position reports to the Adult Collections and Technical Processing Services Manager and works closely with the Young Adult Services Manager. Applications will be accepted through April 30, 2024.

Eligibility

The Part-Time Library Aide is a non-competitive title, requiring a high school diploma or high school equivalency.

Major Duties

- Processes new books and updates database records using Microsoft Excel and CARL X
- Assists at Circulation Desk: charges and discharges materials; operates the cash register
- Prepares materials for Tween Swag Bags, our monthly themed subscription service
- Shelves books and other library materials as needed
- Assists with receiving and shipping in the Technical Processing Services area
- Records related inventory data after processing materials additions and deletions
- Mends, refurbishes, and reclassifies books
- Maintains inventory of processing and repair materials
- Gathers and records usage details for books
- Assists with deselection, other duties and special projects as requested
- Maintains and updates endcap signage related to book collection

Desired Qualifications and Skills

- Interest in and familiarity with books, libraries or publishing
- Manual dexterity and ability to work quickly, neatly and productively with attention to detail
- Ability to provide friendly and courteous customer service to all patrons and staff members
- Ability to communicate effectively, using the spoken and written word
- Ability to retain poise and a sense of humor in a busy setting
- Interpersonal maturity and good judgment
- Initiative, flexibility and good organizational skills
- Ability to see the big picture while dealing with details

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Desired Qualifications and Skills (cont.)

- Ability to work independently and proactively
- Ability to work efficiently and cooperatively in a team environment
- Familiarity with CARL X, Microsoft Word, Excel and email
- Familiarity with the Dewey Decimal System
- Ability to stand four hours; can bend to floor and reach overhead with books in hand for shelving
- Ability to assist with lifting full book totes (60 lbs.) and push fully loaded book carts (75 lbs.)

Hours

- 15 hours per week year-round
- Includes one shift per week at the Circulation Desk on Saturday or Sunday from 11:45am-4:15pm
- Balance of schedule to be determined with Manager

Wage Schedule

Progresses in six steps, based on performance and longevity, from Step 1 at \$15.65 to Step 6 at \$19.97

Benefits

N.Y.S. Retirement (optional); friendly library serving a diverse and well-educated community.

Instructions to Applicants

Submit in person or by email to Matt Bashore, Adult Services and Technical Processing Manager (Matthew.Bashore@libraryweb.org):

- A completed BML job application (brightonlibrary.org/employment-opportunities)
- A brief letter of interest
- Your resume
- Three professional references

Statement of Non-Discrimination

The Library complies with all federal and state regulations dealing with employment practices and grants equal opportunities to all qualified persons without regard to age, culture, disability, ethnicity, gender expression or identity, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency, or any other lawfully protected status.