



PLEASE POST

BRIGHTON MEMORIAL LIBRARY

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

TO: All Interested Parties
FROM: Deena Viviani, Circulation Services Manager
DATE: November 8, 2022
RE: **Full-Time Circulation/Senior Outreach Aide**

Brighton Memorial Library has an opening for a Full-Time (36 hours/week) Library Aide in its Circulation Department. The Aide will provide service to the public at the circulation desk as well as run our Partners in Reading with Seniors (PIRS) program. This position reports to the Circulation Services Manager. Applications will be accepted until November 28, 2022.

Eligibility

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

Duties

1. Provides public service at the Circulation Desk (approximately 26 hours/week)
 - a. Charges materials out for patrons and processes their returns
 - b. Collects fines and bills; operates the cash register and credit card machine
 - c. Registers, issues, and updates patrons' library cards
2. Coordinates the PIRS program (approximately 10 hours/week)
 - a. Visits homebound seniors to assess if they would be a good fit for PIRS
 - b. Reaches out to patrons about volunteering for PIRS
 - c. Pairs up seniors and volunteers; maintains database of the pairs
 - d. Hosts PIRS Meet & Greet two times per year
 - e. Delivers/picks up library materials from homebound seniors as needed
3. Acts as Circulation Supervisor in the absence of Circulation Manager or Clerks
4. Other duties as assigned

Skills Needed

1. Applicants with library and/or CARL X experience preferred
2. Experience using Microsoft Office programs (Outlook, Word, Excel)
3. Patience and a genuine enjoyment of working with the senior population
4. Friendly, welcoming demeanor; flexibility, poise, and sense of humor in a busy setting
5. Ability to listen well and to communicate effectively, both verbally and in writing, to patrons and coworkers of all ages
6. Attention to detail and accuracy; ability to multitask a plus
7. Good math skills and experience in processing payments/using a cash register
8. Ability to bend to floor and reach overhead with books in hand for shelving
9. Ability to stand for hour-long periods
10. Ability to assist with lifting full book totes (60 lbs.) and push fully loaded book carts (75 lbs.)
11. Ability to work in a team environment

Required Hours

36 paid hours per week (1-hour unpaid lunch each day) as follows:

- Mondays 12-8:15
- Tuesdays 8:45-5
- Wednesdays 8:45-5
- Thursdays 8:45-5
- Fridays 8:45-5 or 10-6:15

Salary Schedule

Starting at \$25,834 to \$32,966 in six steps, based on longevity and performance.

Benefits

Eligibility after three months service for 10 accruable vacation days; 12 sick days accruable to 165; 3 personal days; Medical/Dental; N.Y.S. Retirement; FICA.

Environment

Progressive, friendly library serving a diverse, well-educated community

Instructions to Applicants

Please submit to Deena Viviani, Circulation Services Manager, via email

(deena.viviani@libraryweb.org) or USPS:

1. A completed Brighton Memorial Library application (available on our website)
2. A brief letter of interest
3. Your resume
4. Three references with contact information

Statement of Non-Discrimination

Brighton Memorial Library welcomes job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status. The Library complies with all federal and state regulations dealing with employment practices.