

## Hiring: Library Aide

The Elgin Public Library is seeking (a) qualified candidate(s) to serve as Library Aide(s). This is an as-needed, fill-in for the Director in her absence and an assistant with programming. Availability for day, early evening, and weekend hours is a plus. Pay will be set at \$13.00/hr. IPERS will be included. Please apply by submitting your resume to Lisa Leuck, Library Director, PO Box 36, Elgin, IA 52141 or by email: [librarylisaep@gmail.com](mailto:librarylisaep@gmail.com) or by dropping it off at the library. The position will be open until filled.

### Education requirements:

- High school diploma required; Associate's degree or higher in a related field preferred

### Essential job functions for this position include:

- At the service desk: checking materials in and out, making copies and faxing, taking in fees and managing them accurately, maintaining confidentiality of patron information.
- Provide exemplary customer service to library patrons, managing interactions with tact and diplomacy.
- Proficiently use library technology, operating systems, and catalog and assist patrons with basic technology questions.
- Ability to interpret and apply library policies and procedures.
- Assist Library Director with programming for all ages.
- Assisting patrons in reader's advisory and physical location of materials.
- Ability to work in an environment with frequent disruptions, handling multiple tasks at one time.
- Ability to take responsibility for opening and closing the building and working alone with no assistance.

### Essential physical abilities:

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, to be able to communicate effectively
- Sufficient vision, with or without reasonable accommodation, to be able to produce and review a wide variety of materials in both electronic and hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, to be able to transport materials and equipment of up to 30 pounds.
- Ability to stoop, reach, and push well enough to perform circulation and delivery procedures, and to retrieve materials from the shelves and outside book drop.

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