



Kurth Memorial Library

Part-Time Library Aide

1 Position available

PAY

\$11.50 per hour

REPORTS TO

Library Assistant, Cataloging Supervisor

FLSA STATUS

Non-Exempt

EMPLOYMENT TYPE

Part Time

DESCRIPTION

Responsible for assisting patrons, shelving books, organizing materials, and maintaining a clean and welcoming library environment. The Part-Time Library Aide plays a crucial role in supporting the daily operations of the library and ensuring a positive

experience for library visitors.

QUALIFICATIONS

- High school Diploma/GED required.
- Previous customer service experience is preferred.
- Proficiency in Spanish is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication and interpersonal skills required.
- Basic computer skills required.
- Ability to work effectively in a team environment required.
- Ability to work evenings and weekends required.
- Ability to walk, climb stairs, stand and/or sit for prolonged periods, kneel, crouch, push, and pull a book cart with up to 250 lbs., and lift materials weighing up to 25 lbs. Required.

MAJOR DUTIES

- Perform circulation duties, including checking materials in and out, issuing cards, renewing items, placing holds, and processing fines and fees, using library management software and equipment in a friendly and courteous manner.

- Assist patrons with locating library materials, navigating the library catalog, and accessing digital resources, including e-books, audiobooks databases, and online services.
- Shelve and organize library materials, including books, periodicals, audiovisual materials, and other items, according to established classification systems and shelving procedures.
- Maintain the cleanliness and orderliness of library shelves, displays, and reading areas including shelf reading, straightening, and tidying up as needed throughout the day.
- Assist with the setup and breakdown of library programs, events, and displays, including arranging chairs, tables, signage, and promotional materials, and providing support during programs and events.
- Assist with basic clerical tasks, such as answering phones, photocopying, filing, data entry, and maintaining records, statistics, and reports related to library operations.
- Other duties as assigned.

Visit our website www.cityoflufkin.com or contact the Human Resources Department at Lufkin City Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901,

Phone 936-633-0228.