

Department: Library
Job Title: Library Aide/Words on Wheels Outreach
Starts At: Range
Reports to: Library Director
Position: Regular Part Time (6 hours per week)

General Statement of Duties: This is a Library services outreach position that involves selecting materials and working with volunteers who deliver items to library patrons who are physically unable to come in person to the Seaside Public Library. This position selects and processes materials to specifically match requests by customers who are homebound or in assisted living. This position is not supervisory but works closely with volunteers to provide Words on Wheels outreach services.

Position Responsibilities

- Selection of Library materials based on requests of WOW patrons.
- Communicate directly with patrons of all ages who may be homebound or in assisted living communities to determine selection of materials that fit their needs.
- Provide check-out and check-in of materials using the Library's automation system.
- Pack and unpack library materials with great attention to detail.
- Repairs and process materials as needed.
- Maintain library areas in a tidy and clean manner.

In addition a person in this position will:

- Be involved in all areas of circulation including reserving items, checking out items, assisting with Interlibrary loan requests, setting up new patrons, and collecting fees and fines.
- Shelf all incoming materials with regard to format and Dewey Decimal number.
- Assists patrons in locating materials.
- Assists patrons in all forms of technology, including Internet, Microsoft software, and other computer applications.
- Answers basic reference questions and provides information from resources available.
- Is able to recommend reading materials or reading lists upon request.
- Other special projects or tasks may be assigned.

Position requirements: The Library Aide must be familiar with the Dewey Decimal system and basic cataloging rules and have a knowledge of basic reference skills. Comprehensive knowledge of literature is essential. Attention to detail and multitasking abilities are required. In addition, all Library Aides must have extremely good social and verbal skills, and portray a positive, caring attitude. Computer and Internet knowledge is required.

Physical Requirements: This position requires physical dexterity to reach, bend, lift, and manipulate boxes and books up to twenty pounds. Good vision and hearing are also required.

Pay: Part-time (6 hours per week) position at \$13.79 per hour. Interested City Employees may submit applications and a resume to the Human Resource Department located at Seaside City Hall, 989 Broadway, Seaside, OR 97138 EOE

Applications and resumes will be accepted until 5:00 pm, Friday, March 10, 2017.