

Job Opening: Library Aide, Castleton Public Library (Part-Time)

The Castleton Public Library is seeking a part-time Library Aide. Schedule generally includes four 4-hour weekday shifts per week, plus an occasional 6-hour Saturday shift (once every 4 weeks).

Routine Duties:

Helping customers at the front desk, shelving library materials, operating the copier and fax machine, performing routine clerical tasks, assisting with program preparation, and answering the telephone. Full civil service position description is below.

Qualifications:

The ideal candidate has strong customer service skills, is detail-oriented, and can efficiently use a computer for work tasks. A high school diploma or equivalent is required. Prior library experience is preferred, but not required.

Pay Rate:

\$13.00 per hour.

Schedule:

The hours for the position are generally as follows:

Mondays – 12:00-4:00 p.m.

Tuesdays – 12:00-4:00 p.m.

Wednesdays – 4:00-8:00 p.m.

Fridays – 10:00 a.m. – 2:00 p.m.

Saturdays – One Saturday every 4 weeks, 10:00 a.m. – 4:00 p.m.

How to Apply:

Send a letter of interest, along with a Rensselaer County employment application ([available here](#)), by email to director@castletonpubliclibrary.org, or by mail to Castleton Public Library, 85 S. Main Street, Castleton, NY 12033, Attn: Melissa Tacke. **Applications must be received by Friday, August 27.**

Rensselaer County Civil Service Commission Official Job Specifications:

Library Aide

Distinguishing Features of the Class: This position involves performing the duties of charging and discharging materials and related circulation duties at the circulation desk. Additionally, incumbents sort and reshelve library materials as necessary. Performance of related routine clerical tasks may be required. This work requires no prior knowledge of library work as employees are trained on the job. Work is performed under the general supervision of the Library Director, Librarian, or higher-level library employee. Does related work as required.

Examples of Work:

Charges and discharges library materials;

Sorts and reshelves books and library materials;

Logs in and processes all periodicals and prepares current magazines for shelving, maintains back number stacks and routing;

Maintains files of vertical file material and publisher's catalogs;

Maintains use and acquisition statistics;

Responds to routine questions regarding library rules, hours of operation and location of materials;

Responds to requests from library patrons to assist with research, interlibrary requests and the use of computers and audio-visual equipment;

Typing, filing, and data searches as requested by higher level Library Employee;

Assists in periodic inventory of library materials and AV equipment;

Maintains inventory of supplies and suggests items for acquisition;

Assists in preparation of lists of missing books and books to be discarded;

Oversees the general condition and appeal of the library and its displays;

Performs related routine clerical tasks, including changing books, filing cards, writing and forwarding of over-due notices.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics: Ability to acquire a working knowledge of library rules and procedures; ability to understand and carry out written and oral directions; ability to deal in a personable and friendly manner with library patrons; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.
Minimum Qualifications: Graduation from high school or possession of high school equivalency diploma.
ADOPTED: March 25, 1992. CSC MTG. REVISED: March 18, 2004. CSC MTG.

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