

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

LIBRARY STUDENT AIDE

**DEPARTMENT NAME:**

SHERBORN LIBRARY

**FLSA STATUS:**

Exempt: \_\_\_\_\_

Non-Exempt: ☒ \_\_\_\_\_

Hours worked per week 8

**EMPLOYEE TYPE:**

(see General By-Laws Personnel Administration Plan for

definitions)

Salaried \_\_\_\_\_

Regular Part-Time \_\_\_\_\_

Casual Part-Time \_\_\_\_\_

Regular Full-Time \_\_\_\_\_

Supplemental Part-Time ☒ \_\_\_\_\_

Temporary \_\_\_\_\_

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

CIRCULATION SUPERVISOR

**I. JOB SUMMARY** - Briefly describe the primary function of this job.

The Library Student Aide assists in the circulation of materials and helps the Library staff with the daily operations of the Library.

**II. JOB DUTIES** - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Assists with the day-to-day circulation desk operations. Staffs the Library circulation desk by performing customer service duties such as: checking out circulating Library materials to Library patrons, checking in returned materials, answering and directing telephone calls, addressing patrons' questions about the Library and its services, assisting with public access of office equipment and devices. Physical stamina and mobility is required to handle Library materials and maintain daily circulation duties.
2. Staffs Children's circulation desk and assists in the Children's Wing as needed.
3. Re-shelves all returned materials to the appropriate location, following the Dewey Decimal System and other standard Library classification systems for organizing the stacks. Additionally, retrieves requested materials from the stacks.
4. Assists Library staff with setting up and running public programs and special events.
5. Participates in ongoing inventory maintenance projects, such as shelf-reading and de-selection projects.

**III. EDUCATION, TRAINING & EXPERIENCE** - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Dependability and the ability to work the assigned schedule, including weekend shifts, and week-nights if required.

Strong organizational skills, oral, written, and interpersonal communication ability are required.

A familiarity with the use of computer hardware and basic software programs is desirable.

**IV. COMMUNICATIONS & CONTACTS** - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).**Contact**

Library Staff

**Purpose**

Coordination of services, collection and programs

**Frequency**

Weekly

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

The Library is a public building and office work environment. The general public of all ages has access to three levels of the facilities, including book collections and meeting rooms. Physical stamina and mobility is required to handle Library materials and maintain daily circulation duties. All staff have the responsibility of interacting with the public, upholding all Library policies voted on by the Board of Trustees and following guidelines outlined in the emergency procedure manual. Ability to work 8 hours per week, including night and weekend shifts.

**VII. REPORTING RELATIONS** - Attach an organizational chart if possible indicating where this job fits in the department's operations.

Attached

*The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**SUPERVISOR'S/MANAGER'S SIGNATURE:**

**DATE:**



9/21/2023

**TOWN ADMINISTRATORS SIGNATURE:**

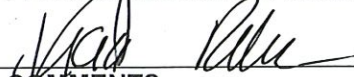
**DATE:**



9/29/23

**PERSONNEL BOARD SIGNATURE**

**DATE:**



9/19/23

**COMMENTS:**