

## **POSITION ANNOUNCEMENT**

### **TOWN LIBRARY AIDE**

**Manhattan Community Library**

**(Community library housed in the public high school building)**

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, SEPT. 8<sup>TH</sup> FOR CONSIDERATION.**

Hours:

30-35 hours/month – Thursday evenings, alternate Fridays and Saturdays with occasional additional scheduling.

The Town Library Aide is an employee of the Town of Manhattan assigned to assist in the many aspects of the library's daily operations. This position works under the direction of the Town Librarian, but must be capable of working with minimal supervision. The library aide should enjoy working with the public of all ages with good communication skills, be somewhat flexible if needed for additional scheduling, and have a very capable knowledge of computers for the database software and other programs. The chosen applicant must submit to a background check/fingerprinting.

This position consists of:

1. Performing front desk duties, including receiving and checking out materials to patrons using the computerized database.
2. Sorting and shelving materials in the library.
3. Processing new materials as directed by the Town Librarian.
4. Assisting patrons in locating and using library materials/equipment/online card catalog.
5. Assisting in organizing library materials/equipment.
6. Working with patrons efficiently and pleasantly, but still maintaining an orderly atmosphere.
7. Mending/repairing library materials.
8. Maintaining the appearance/cleanliness of the library.
9. Performing general clerical duties, such as processing new patron records, filing, and other duties as assigned.
10. Performing other duties consistent with the role and function of this classification as directed by the Town Librarian or Library Director.

**Submit resume and cover letter at the library, 200 West Fulton Avenue, or mail to:**

Trudy Dundas

Manhattan Community Library

PO Box 8

Manhattan, MT 59741