



Karnes County Job Description

Karnes County Kenedy Library/Summer Aide

Department	Karnes County Library	FLSA Status	Non- Exempt
Reports To	Karnes County-Kenedy Library Director		
Salary	\$12.00 hour		

Position Summary

Library/Summer Aide will be under the supervision of the Library Director. In such case the Director is out, Library /Summer Aide will be supervised under the direction of the Library Clerk. Aide's duties will include helping library patrons/visitors in finding materials, cataloging materials, and any other library duties requested by the Library Director or Library Clerk.

Working Conditions

Work is performed in a typical library environment. May be required to walk; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. Regularly required to stand for long periods of time. Work is not sedentary. May be required to climb step stools or stepladders. Occasionally lifts and moves up to 50 pounds, push a fully loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision and distance vision. Use of computer equipment, telephone, multi-functioning printer and calculator. Evening or overtime work is required on an infrequent basis. Local and day travel is required on an infrequent basis.

ESSENTIAL FUNCTIONS

Job Function

Front Desk Duties:

- Check in/out library materials
- Shelves library materials in appropriate areas
- Answer phone and take messages
- Helps patrons locate information & materials (research on computer, or on book shelves)
- Assist patrons on how to use Catalog computer
- Informs and assist patrons about E-book downloads
- Assists patrons on how to download and make copies of documents from patron's/visitor's own devices
- Make photocopies
- Laminates
- Operate fax machine for patrons
- Collect and record all fees for copies, fines, lost or damaged library materials, faxes, donations, replacement cards, and lamination
- Handles the registration of new library cardholders and issue library cards, and/or makes replacement cards. (New members must be approved by Director or Clerk)



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- Assist patrons with Microfilm Reader
- Sign-in all computer users (children under the age of 12 must have a parent, or guardian accompany them to use library computers)
- Inform the Director of any problems relating to library patrons
- Refer patron complaints to the Library Director
- Reserve library books for patrons
- Files computer usage and DVD forms
- Assists in planning, and organizing with any library programs (Cut-outs, prizes, games, Storytime reading, and assists with crafts – Summer Reading Club, Tween, Toddler...)
- Records data entry on SRC log sheets for participants
- Contacts parents and children when special library programs activities
- Deletes and weeds out data information of discarded library materials

Interlibrary Loans

- Records and contacts patrons on ILL received

Miscellaneous Duties

- Decorate bulletin boards and displays
- Housekeeping (dispose of trash, vacuum, dust, sweep, and mop)
- Cleans computer stations, keyboards, and monitors
- Cleans aquarium tank as needed
- Assists with inventory after SRC program
- Work in a congenial manner with staff
- Any other duties requested by Director or Assistant

Telephone Usage

- Limited local calls
- Set Cell Phone on vibrate

Computer Usage

- Only to assist patrons, or when asked by library staff to look up information
- Personal computer usage is not allowed during working hours

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none">• High School Diploma	<ul style="list-style-type: none">• Prior exposure to working in library setting-preferred• Prior experience using a desktop	<ul style="list-style-type: none">• Valid Texas Driver License	<ul style="list-style-type: none">• Criminal background check	<ul style="list-style-type: none">• Word• Excel



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	computer		<ul style="list-style-type: none">• Pre-employment Drug/Alcohol Test	<ul style="list-style-type: none">• Strong communication skills• Strong interest Reading/Literature
Special (Additional) Notes				
<p>Important to this position are: computer proficiency, active listening, critical thinking, instruction capability, social perceptiveness and service orientation</p> <p>Please complete the Karnes County Employment Application located at Karnes County Employment Application</p> <p>A Karnes County application and resume should be emailed to sylvia.pena@co.karnes.tx.us. Position will be posted until it is filled.</p>				