



Nottoway County Public Library System Library Aide (Substitute)

The Nottoway County Public Library System is seeking a Library Aide with excellent people skills able to work daytime, evening, and weekend hours. The Aide handles materials according to library procedures; greets and assists patrons; establishes new accounts and handles existing accounts, including collecting and recording monetary transactions. Flexible schedule and reliable transportation are required. Return your cover letter and resume to the Nottoway County Administrative Offices. This position is open until filled. The Nottoway County Public Library is an equal opportunity employer.

Responsibilities

Responsible for assisting with the efficient operation of the Library branch. Oversees usage of public access computers, assisting patrons as needed. May assist with programs. The Library Aide is under the supervision of the Branch Manager.

Special Requirements

- Ability to work well with the public, communicating effectively and dealing with all patrons tactfully and courteously
- Willingness to support Library initiatives for reading for pleasure, independent lifelong learning, and the Library as a community center
- Ability to perform duties and complete tasks requiring adherence to standards of accuracy, timeliness, and confidentiality
- Ability to work evenings and weekends, as needed
- Ability to work without supervision
- High school diploma or equivalent preferred
- Bilingual Spanish preferred

Specific Competencies

- Performs basic functions of e-mail applications and circulation operations
- Understands, uses and helps others use computers and the Internet
- Shelves books correctly and in a timely fashion

Competencies (cont.)

- Manages the library environment to enhance the user experience
- Applies effective techniques to address difficult situations with users
- Anticipates and adapts to change and challenges effectively
- Assists users with choosing and locating reading, viewing and listening choices
- Answers the telephone as needed
- Reports supply inventory needs to the Branch Manager in a timely fashion
- Interprets and applies Library policies to specific Library situations
- Performs other duties as needed or assigned