

## **Job Description: ENLITE Library Aide Newton Public Library**

**TITLE:** ENLITE Library Aide - ENLITE

**POSITION SUMMARY:**

The ENLITE library aide selects, delivers and retrieves library materials for homebound senior citizens and residents of care facilities in Newton and North Newton. Communicates with patrons and staff of care facilities to coordinate services. Provides personal vehicle for visits to ENLITE patrons, and performs related clerical and circulation work.

**HOURS:** Hourly – non-exempt for purposes of Fair Labor Standards Act. Approximately 16-hour work week. Some scheduling flexibility is possible, with set delivery days each month. Hours are generally Monday-Friday daytime.

**PAY:** Starting pay is \$11.50/hour. No paid benefits.

**SUPERVISOR:** Direct supervisor is Adult Services Librarian; also supervised by Assistant and Executive Library Directors.

**ESSENTIAL FUNCTIONS:**

- Select library materials for ENLITE patrons based on stated preferences and with knowledge of authors and types of literature.
- Use computers, library software systems and scanners to check materials in and out and perform other circulation functions related to ENLITE patrons.
- Load and deliver books to individuals and care facilities using personal vehicle, with mileage reimbursement, in Newton and North Newton.
- Contact patrons and staff of care facilities to sign up new patrons, learn preferences of patrons, and coordinate deliveries.
- Maintain circulation reports for ENLITE program.
- Occasionally attend outside community events to promote the ENLITE program.
- Shelf books, including utilizing book trucks (carts), with an attention to detail and an ability to understand and employ the Library's organizational system for shelving books with both alphabetical and numerical arrangements.
- Answer directional questions and refers patrons to appropriate staff member.
- Follow safety and emergency procedures.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to be courteous to patrons and coworkers, work effectively in shared workspace, value diverse work styles, accept and give constructive criticism in a positive manner and be sensitive to personal habits that impact patrons and coworkers.
- Ability to use the phone and library email to contact patrons and staff of care facilities.

- Ability to create a welcoming environment for public and staff.
- Ability to read, write and speak effectively.
- Ability to understand and perform routine library procedures.
- Ability to safely operate a motor vehicle.
- Ability to carry bags of books weighing up to 40 pounds, loading them into and out of vehicle, and pull wagons full of books for delivery purposes.

**EQUIPMENT USED:**

- Computers, calculator, copy machine, cash register, telephone, microfilm/fiche reader/printers/scanners, audio-visual equipment, book trucks/carts/wagons for transporting materials to proper areas.

**EDUCATION, EXPERIENCE & REQUIREMENTS:**

- Minimum 16 years of age; High School Diploma or GED preferred.
- Must be able to pass functional physical assessment, drug screening, and criminal background check.
- Valid Driver's License and reliable transportation required. Driving record check will be part of background check.

**MENTAL AND PHYSICAL ABILITIES:**

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may lift and/or move by pushing or pulling up to 50 pounds. Must be able to have physical stamina to provide active service to patrons during workdays of up to eight hours. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. Ability to operate a vehicle, enter and exit the vehicle, and deliver ENLITE materials to patrons homes and meetings outside of library.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public. Must be able to work set delivery days each month, with some flexible scheduling for other duties. Will be outdoors for delivery of materials.