



Mail: 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508-9199
Location: 14 Avenida Torreon, by El Dorado Community School
www.vglibrary.org

Job Posting:
Library Aide

Date: 10-October-24

About the Job

Vista Grande Public Library is hiring for a very part time position.

The position requires 10-15 hours per week with alternating Saturday shifts and other shifts during the week, depending on need, programs and budget.

Required knowledge, skills and abilities: The Library Aide must have the ability to be organized and flexible; to perform tasks with a high degree of accuracy; to multitask; and to work independently. Candidates should possess basic computer knowledge and be able to learn the library related systems well-enough to assist and teach staff and patrons. The ability to communicate and work with adults and children effectively is required. Experience in a library setting as an employee or volunteer is highly desirable. The interested applicant should be able to follow directions and work independently, know how to alphabetize and learn the basics of the Dewey Decimal system. Experience working with volunteers is also desirable. Proficiency with both Mac and PC operating systems is a plus. The ability to gain proficiency in these areas is required.

The Library Aide will be responsible for duties as assigned by the Library Director to maintain library operations. The Library Aide reports to the Library Director or Library Assistant.

Compensation will be the Santa Fe County minimum wage. Other increases may be possible, depending on library budget and performance.

Education: High school diploma/equivalent or higher.

Certifications and licensing: The incumbent must possess and maintain a valid New Mexico driver's license throughout the course of employment. Reliable transportation and communication is vital to this position. The incumbent must pass the New Mexico State background check.

The Library Aide will demonstrate competency in the following areas within 3 months:

- Knowledge of circulation procedures and standards.
- Proficiency in using the Apollo library management system.
- Ability to use Library computers and software, including Microsoft Office applications and patron workstations.
- Ability to assist patrons with basic reference questions using the library catalog and internet resources.
- Knowledge of library techniques, systems, working tools and procedures.
- Knowledge of books, DVDs, and related materials available to the public.

- Ability to operate audio-visual equipment and various office machines, including the patron printer/copier.
- Ability to adapt to changes in work schedule and environment.

An application form and job description can be found on our website @ www.vglibrary.org

Please fill out an application and turn in no later than 11/4/24. The form may be printed and turned in as a hard copy, or scanned and emailed to: librarydirector@vglibrary.org.

Note: This job description is intended to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the organization.

Vista Grande Public Library is an Equal Opportunity Employer.