

## Job Posting

### Library Aide & Program Assistant

Department: Dadeville Public Library

Employment Type: Part-Time

Pay Rate: Contingent upon experience

Reports to: Library Director

### Position Summary

The Dadeville Public Library is seeking a dependable, organized, and community-focused individual to serve as a Library Aide & Program Assistant. This part-time position supports daily library operations and assists with the planning and implementation of library programs for patrons of all ages. The ideal candidate will demonstrate professionalism, strong communication skills, and basic technology proficiency.

### Essential Duties & Responsibilities

- Assist patrons at the circulation desk, including checking materials in and out
- Provide courteous customer service and basic reference assistance
- Shelve library materials and maintain orderly collections
- Assist with library programs, events, and activities for children, teens, and adults
- Prepare materials, set up, and assist with program execution and cleanup
- Use computers and library software for circulation, scheduling, and reporting
- Create, edit, and maintain basic documents using Microsoft Word and other Microsoft Office applications
- Perform clerical duties including filing, data entry, and record keeping
- Maintain a clean, safe, and welcoming library environment
- Follow all City and library policies, procedures, and safety guidelines
- Perform other duties as assigned by the Library Director
- Must be prepared to work Saturday mornings 9-12pm.

### Minimum Qualifications

- High School Diploma or GED required

- Valid driver's license
- Submission of a resume required
- Must have basic computer knowledge, including email, internet use, and standard office software (Microsoft Office programs)
- Ability to meet City employment compliance requirements, including background checks, drug screening, and other required screenings
- Ability to meet and deal with employees and the public in an effective and courteous manner.
- Strong communication and interpersonal skills

#### Preferred Qualifications

- Previous library, education, or customer service experience
- Experience assisting with programs or working with the public
- Familiarity with library software systems
- Ability to stand, walk, bend, and lift library materials (up to approximately 25 lbs.)
- Ability to interact with the public in a professional and courteous manner

#### How to Apply

Interested applicants must submit a completed City employment application and full resume in accordance with City hiring procedures. All applicants must meet City compliance standards.

Applications can be picked up at the Dadeville City Hall located at 265 N Broadnax Street or the city website, [www.cityofdadevilleal.org](http://www.cityofdadevilleal.org)

The City of Dadeville is an Equal Opportunity Employer.

**Deadline for application is: Thursday March 12<sup>th</sup>, 9:00am**